

**STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT
Information Systems Division
Welfare-to-Work
Job Training Automation Program Specifications**

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Program Specifications: EWRF – Enter WtW Registration Form

Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. BASIC INFORMATION

Mnemonic: EWRF
Name: Enter WtW Registration Form
Database: SDA
Menu: MWSC
Menu Number: 1
Previous LP: MWSC
Next LP: MWSC
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen
Willstatter

A. Purpose

This program is used to enter Welfare to Work registration forms.

B. Description

SDA staff will use this program to enter client demographic and eligibility data for the purpose of registering clients for training and establishing eligibility.

C. Definitions

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2. SCREEN LAYOUT

0123456789012345678901234567890123456789012345678901234567890123456789

EWRF Enter WtW Registration Form !!!!!

01 App Num	!!!!!!	18 Num Dependents	99
02 SSN	999-99-9999	19 TANF Case Num	!!!!!!!!!!!!
03 App Date	MM/DD/YYYY	20 Months of TANF	99
04 Last Name	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	21 Within 12 Mths limit	!
05 First MI	!!!!!!!!!!!!!!	22 Non-Custodial Parent	!
06 Strt Adrs	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	23 10% Window Elig	!
City	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	24 Reading Grade	99.9
St	!!	25 Math Grade	99.9
07 Zip	99999-9999	26 Hi Grade Completed	!!
08 Phone	999-999-9999	27 School Dropout	!
09 Mail Strt	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	28 Received GED	!
Mail City	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	29 Education Status	!
Mail St	!!	30 Lim English Speaking	!
10 Mail Zip	99999-9999	31 Teen Pregnancy	!
11 Msg Phone	999-999-9999	32 Teen Parent	!
12 GEO	!!!!!!	33 Poor Work History	!
13 Gender	!	34 Homeless	!
14 Birthdate	MM/DD/YYYY	35 Disabled	!
15 Age	99	36 Substance Abuse	!
16 Citizen	!	37 Locally Defined Char	!
17 Alien Doc	!!!!!!!!!!!!!!	38 Employment Status	!

0123456789012345678901234567890123456789012345678901234567890123456789

EWRF Enter WtW Registration Form !!!!!

39 Recipient Status	!
40 Dependent SSN	999-99-9999
	999-99-9999
	999-99-9999
	999-99-9999
	999-99-9999
41 State Match	!
42 Eligibility	!!
43 Ethnicity	!!! !!! !!! !!!
44 Job Code	!!!!!!
Job Title	!!!!!!!!!!!!!!!!!!!!!!!!!!!!
45 Date Unemployed	MM/DD/YYYY
46 Hourly Wage	999.99
47 Employer Number	!!!!
48 Employer Name	!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Employer Address	!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Employer City	!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Employer St/Zip	!! 99999-9999
Employer Phone	999-999-9999
49 Reviewer ID	!!!!
EWRF Complete	!!!

3. DATABASE TABLES AND COLUMNS

The primary access key into the database is wtw_app_num.

Database Table and Column List Symbol Key

UPPERCASE	::	Table name
lowercase	::	Retrieved column value
<angle brackets>	::	Values entered by user (from screen)
{curly braces}	::	Column written {*} to indicate ADD all columns
UPD and ADD	::	Write access mode
>>	::	Values TO database table
<<	::	Values FROM database table
==	::	Expected number of records returned

Database Table Processing

CLNT	>>	<ssn>
	<<	clnt_last_nam, clnt_first_nam, dt_of_birth, gendr, ethnic, ethnic2, ethnic3, ethnic4
	ADD	{*}
	UPD	{*}
	==	1
D_CTZNSHP	>>	<ctznshp>
	==	1
D_EMPLMT_STATUS	>>	<emplmt_status>
	==	1
D_ETHNIC	>>	<ethnic>
	==	1
D_GEO_CD	>>	<geo_cd>
	==	1
D_WTW_EDUC_STATUS	>>	<wtw_educ_status>
	==	1
DOT_TBL	>>	<dot_cd>
	<<	dot_title
	==	1
ER	>>	<er_num>
	<<	er_nam, er_adrs, er_city, er_st, zip, zip_4, er_ph
	==	1
OES_TBL	>>	<oes_cd>
	<<	oes_title
	==	1
STAFF	>>	<staff_id>
	==	1

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```
SYS_FUNC      <<      job_cd_type
               ==      1

WTW_APP        >>      <wtw_app_num>
               <<      { * }
               ADD      { * }
               UPD      { * }
               DEL      { * }
               ==      1

WTW_DEPDN_SSN  >>      <wtw_app_num>
               <<      ssn
               ADD      { * }
               UPD      { * }
               DEL      { * }
               >=      1
```

4. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

The user enters the app number as the primary key. If a record exists, the record is displayed on the entry screen in the UPDATE mode. If no record is found, the program is put into the ADD mode. The program will enter the VIEW mode when a record is locked and/or the user does not have the proper access level to update.

5. INTERMEDIARY PROCESSING

The entry screen's app number is used to access the wtw_app table for a record.

App Num:

Field Format: char (7)
Attributes: Required, Cannot be changed in UPDATE mode.
Destination: wtw_app.wtw_app_num, wtw_depdn_ssn.wtw_app_num
Field Edits: 1. Must be seven digits.
2. First position must be 1-9.
Error Msgs: 1. "Entry must be seven digits."
2. "App num cannot begin with a 0."
Processing: If record found, retrieve and display all existing info to the screen.
Addt'l Info: If blank, prompt "Do you want auto number generation (Y/N)?"
Default N. If N, then user remains in app_num field. If Y, user moves to next field. The app_num will be generated when the user files the record. See processing in ERF.

6. MIDDLE PROCESSING

Middle processing consists of the entry or update of the remaining fields.

SSN:

Field Format: char(11)
Attributes: Required; Display Only if UPDATE mode.
Destination: wtw_app.ssn, clnt.ssn
Field Edits: Must be nine digits.
Error Msgs: "Entry must be nine digits."
Processing: If record found, retrieve and display all existing info to the screen.
Addt'l Info: No autogeneration or pseudo numbers will be allowed.

App Date:

Field Format: MM/DD/YYYY
Attributes: Required; Display Only if wtw_case record exists. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Destination: wtw_app.app_dt
Field Edits: 1. Must be a valid date.
2. Must be <= current date.

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Error Msgs: 1. "Invalid date."
2. "Date cannot be greater than today."
Processing: If not UPDATE mode, call the Load History Module. If the
app_dt <= app_dt of any other wtw_app record, then prompt,
"New record may not be entered. View history? (Y/N)"
Default to Y. If Y, then call the Display History Module.
If N or return from Display History module, clear the screen
and return to first field.

Last Name:

Field Format: char(25)
Attributes: Required
Destination: clnt.clnt_last_nam
Processing: If the last name is being changed from a previous value,
prompt, "Are you sure you want to change this name? (Y/N)"
Default to N. If Y, write the previous value to
clnt.prev_last_nam.

First MI:

Field Format: char(15)
Attributes: Required
Destination: clnt.clnt_first_nam
Processing: If the first name is being changed from a previous value,
prompt, "Are you sure you want to change this name? (Y/N)"
Default to N. If Y, write the previous value to
clnt.prev_first_nam.

Strt Adrs:

Field Format: char(30)
Attributes: Conditionally Required; Must have either Strt Adrs or Mail
Adrs at F5.
Destination: wtw_app.app_adrs

City:

Field Format: char(30)
Attributes: Display Only
Source: zip_tbl.city

St:

Field Format: char(2)
Attributes: Display Only
Source: zip_tbl.st

Zip:

Field Format: char(5)
Attributes: If Strt Adrs is not blank, Required.
Source: wtw_app.app_zip
Field Edits: Must be five digits.
Error Msgs: "Entry must be five digits."
Processing: 1. Call the get_city_cl library function which will return a
city and state or a city choice list to this program.
2. If the zip code is not on file, call the get_mne_info
library function to determine if the user is authorized to
run the EZIP program. If the user is authorized, then
prompt, "Add new zip record? (Y/N)". Default N. If Y, call
EZIP using the run_pgm library function. If the user is not
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Zip4:

Field Format: char(4)
Attributes: Optional
Destination: wtw_app.app_zip_4
Field Edits: Must be four digits.
Error Msgs: "Entry must be four digits."

Phone:

Field Format: char(12), 999-999-9999
Attributes: Optional
Destination: wtw_app.app_ph
Field Edits: Must be seven or ten digits.
Error Msgs: "Entry must be seven or ten digits."
Processing: If seven digits are entered, re-display with
sys_func.area_cd.

Mail Adrs:

Field Format: char(30)
Attributes: Conditionally Required; Must have either Strt Adrs or Mail
Adrs at F5.
Destination: wtw_app.mail_adrs
Field Edits: Must have either Strt Adrs or Mail Adrs. (re-check at F5)
Error Msgs: "You must enter an address."

City:

Field Format: char(30)
Attributes: Display Only
Source: zip_tbl.city

St:

Field Format: char(2)
Attributes: Display Only
Source: zip_tbl.st

Zip:

Field Format: char(5)
Attributes: If Mail Adrs is not blank, Required.
Source: wtw_app.mail_zip
Field Edits: Must be five digits.
Error Msgs: "Entry must be five digits."
Processing: 1. Call the get_city_cl library function which will return a
city and state or a city choice list to this program.
2. If the zip code is not on file, call the get_mne_info
library function to determine if the user is authorized to
run the EZIP program. If the user is authorized, then
prompt, "Add new zip record? (Y/N)". Default N. If Y, call
EZIP using the run_pgm library function. If the user is not
authorized, then msg "Zip record does not exist."

Zip4:

Field Format: char(4)
Attributes: Optional
Destination: wtw_app.mail_zip_4
Field Edits: Must be four digits.
Error Msgs: "Entry must be four digits."

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Msg Phone:

Field Format: char(12), 999-999-9999
Attributes: Optional
Destination: wtw_app.msg_ph
Field Edits: Must be seven or ten digits.
Error Msgs: "Entry must be seven or ten digits."
Processing: If seven digits are entered, re-display with
sys_func.area_cd.

GEO:

Field Format: char(6)
Attributes: Optional
Destination: wtw_app.geo_cd
Field Edits: Must exist in d_geo_cd table.
Error Msgs: "Selection not found in list of choices."
Addt'l Info: Standard d_choice list.

Gender:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: clnt.gendr
Field Edits: Must be 1 or 2.
Error Msgs: "You must enter 1 (female) or 2 (male)."

Birthdate:

Field Format: MM/DD/YYYY; Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Attributes: Required for EWRF Complete
Destination: clnt.dt_of_birth
Field Edits: 1. Must be a valid date.
2. Must be <= app_dt minus 13 years.
Error Msgs: 1. "Invalid date."
2. "Must be at least 13 years old to apply."

Age:

Field Format: char(2)
Attributes: Required for EWRF Complete
Destination: wtw_app.app_age
Field Edits: Must >= 13.
Error Msgs: "Age less than 13. Please check birthdate and re-enter."
Processing: Calculate age in whole years, using Birthdate minus App Date. If entry does not equal computed value, then msg, "Age incorrect, calculated age = (display computed value)."

Citizen:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.ctznshp
Field Edits: Must exist in d_ctznshp table.
Error Msgs: "Selection not found in list of choices."
Processing: If 3, msg "Client will not be eligible. Press any key to continue." Set and display Eligibility field = X.
Addt'l Info: Standard d_choice list.

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Alien Doc:

Field Format: char(15)
Attributes: Optional; If Citizen = 1, Skip.
Destination: wtw_app.alien_docum

Num Dependents:

Field Format: 99
Attributes: Required for EWRF Complete
Destination: wtw_app.num_depdn
Field Edits: 1. Must be numeric.
2. Must be > 0
Error Msgs: 1. "Entry must be numeric."
2. "Entry must be > 0."

TANF Case Num:

Field Format: char(11)
Attributes: Required for EWRF Complete
Destination: wtw_app.tanf_case_num

Months of TANF:

Field Format: char(2)
Attributes: Required for EWRF Complete
Destination: wtw_app.mths_tanf
Field Edits: Must be 0-60.
Error Msgs: "Entry must be 0-60."

Within 12 Mths limit:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.within_tanf_limit
Field Edits: 1. Must be 1 or 2.
2. If 1, Months of TANF must be > 48. (re-check at F5)
Error Msgs: 1. "Entry must be 1 or 2."
2. "Months of TANF must be > 48."

Non-Custodial Parent:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.non_cust_parent
Field Edits: Must be 1-3.
Error Msgs: "Entry must be 1-3."

10% Window Elig:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.window_elig
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 or 2."

Reading Grade:

Field Format: 99.9
Attributes: Required for EWRF Complete
Destination: wtw_app.read_grade_lvl
Field Edits: Must be 0-16.9, 88 or 99.
Error Msgs: "Entry must be a value from 0 through 16.9, 88 or 99."

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Math Grade:

Field Format: 99.9
Attributes: Required for EWRF Complete
Destination: wtw_app.math_grade_lvl
Field Edits: Must be 0-16.9, 88 or 99.
Error Msgs: "Entry must be a value from 0 through 16.9, 88 or 99."

Hi Grade Completed:

Field Format: char(2)
Attributes: Required for EWRF Complete
Destination: wtw_app.hi_grade_cmplt
Field Edits: 1. Must be < 19.
2. If Reading Grade = 99 or Math Grade = 99, then must be >= 16.
Error Msgs: 1. "Entry must be less than 19."
2. "Inconsistent with read/math grade levels."

School Dropout:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.wtw_school_drpout
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Received GED:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.recd_ged
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Education Status:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.wtw_educ_status
Field Edits: Must exist in d_wtw_educ_status table.
Error Msgs: "Selection not found in list of choices."
Addt'l Info: Standard d_choice list.

Lim English Speaking:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.lmtd_engl
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Teen Pregnancy:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.teen_preg
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

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Teen Parent:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.teen_parent
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Poor Work History:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.poor_wrk_hist
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Homeless:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.homeless
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Disabled:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.wtw_dsabl
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Substance Abuse:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.subs_abuse
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Locally Defined Char:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.local_char
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Employment Status:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.emplmt_status
Field Edits: Must exist in d_emplmt_status table.
Error Msgs: "Selection not found in list of choices."
Addt'l Info: Standard d_choice list.

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Recipient Status:

Field Format: char(1)
Attributes: Required for EWRF Complete
Destination: wtw_app.rcpnt_status
Field Edits: 1. Must be 1-4.
2. If Non-Custodial Parent != 1, cannot be 2.
Error Msgs: 1. "Entry must be 1-4."
2. "Client is not a Non-Custodial Parent receiving TANF."

Dependent SSN:

Field Format: char(1)
Attributes: Required for EWRF Complete (Must have at least one.)
Destination: wtw_depdn_ssn.ssn
Field Edits: 1. Must be nine digits.
2. SSN cannot be used more than once.
3. SSN cannot match the client's SSN.
Error Msgs: 1. "Entry must be nine digits."
2. "SSN cannot be used more than once."
3. "SSN cannot be the same as the client's SSN."
Addt'l Info: This is a scrolling region which displays five SSNs at a time and has a MAX size of 50.

State Match:

Field Format: char(1)
Attributes: Optional
Destination: wtw_app.state_match
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Eligibility:

Field Format: char(2)
Attributes: Required, Default field (see 2-3 below) and allow changes.
Destination: wtw_app.wtw_eligy_cd
Field Edits: 1. Valid values are A, B, and X.
2. X cannot be entered with A or B.
3. If A entered, must meet eligibility requirements for 70%.
(see below)
4. If B entered, must meet eligibility requirements for 30%.
(see below)
5. If client does not meet requirements for A or B, then must be X.
Error Msgs: 1. "Entry can only contain A, B, and X."
2. "X can only be entered by itself."
3. "Client does not meet eligibility requirements for 70% provision."
4. "Client does not meet eligibility requirements for 30% provision."
5. "Client is ineligible."

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Processing: 1. A = 70% requirements:
If ((Months of TANF >= 30 or Within 12 Mths limit = 1
or Non-Custodial Parent = 1) AND (2 Barriers))
OR (10% Window Elig = 1)
Barriers:
• (Education Status = 1 or 2 or Recd GED = 2) AND
(Reading Grade <= 8.9 or Math Grade <= 8.9)
• Substance Abuse = 1
• Poor Work History = 1
2. B = 30% requirements:
If (School Dropout = 1 or Teen Pregnancy = 1 or
Poor Work History = 1 or Locally Defined Char = 1)
AND (TANF Case Num is not null or
Non-Custodial Parent = 1)
Addt'l Info: A and B can be entered together.

Ethnicity:

Field Format: char(3)
Attributes: Required (Must have at least one.)
Destination: clnt.ethnic, clnt.ethnic2, clnt.ethnic3, clnt.ethnic4
Field Edits: 1. Must exist in d_ethnic table.
2. Ethnicity cannot be used more than once.
Error Msgs: 1. "Selection not found in list of choices."
2. "Ethnicity cannot be used more than once."
Addt'l Info: Standard d_ choice list.

Job Code:

Field Format: 999.999-9999 (DOT) 999999 (OES)
Attributes: Optional
Destination: wtw_app.job_cd
Field Edits: 1. If sys_func.job_cd_type = DOT, must exist in dot_tbl.
2. If sys_func.job_cd_type = OES, must exist in oes_tbl.
Error Msgs: 1. "Code not on file."
2. "Code not on file."
Processing: If found, display title to Job Title.

Job Title:

Field Format: char(37)
Attributes: Display Only
Source: dot_tbl.dot_title or oes_tbl.oes_title

Date Unemployed:

Field Format: MM/DD/YYYY
Attributes: Required for EWRF Complete, if Employment Status = 2, else
Skip. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Destination: wtw_app.dt_bcame_unemp
Field Edits: 1. Must be a valid date.
2. Must be <= App Date.
Error Msgs: 1. "Invalid date."
2. "Date cannot be greater than App Date."

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Hourly Wage:

Field Format: 999.99
Attributes: Required for EWRF Complete, if Employment Status = 1 or 2
Destination: wtw_app.hrly_wg
Field Edits: Must be a numeric.
Error Msgs: "Entry must be numeric."

Employer Number:

Field Format: 99999
Attributes: Optional
Destination: wtw_app.er_num
Field Edits: If entered, must exist in er table.
Error Msgs: "Not found, use employer name choice list."
Processing: If found, display er_nam, er_adrs, er_city, er_st, zip, zip_4, er_ph to screen.

Employer Name:

Field Format: char(30)
Attributes: Optional
Source: er.er_nam
Processing: See processing in ERF, EEF, ESF, and ESLOT for choice list processing which will have add new record option.

Employer Address:

Field Format: char(30)
Attributes: Display Only
Source: er.er_adrs

Employer City:

Field Format: char(30)
Attributes: Display Only
Source: er.er_city

Employer St:

Field Format: char(2)
Attributes: Display Only
Source: er.er_st

Employer Zip:

Field Format: char(5)
Attributes: Display Only
Source: er.zip

Employer Zip-4:

Field Format: char(4)
Attributes: Display Only
Source: er.zip_4

Employer Phone:

Field Format: 999-999-9999
Attributes: Display Only
Source: er.er_ph

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Reviewer ID:

Field Format: char(5)
Attributes: Optional
Destination: wtw_app.rev_w_staff_id
Field Edits: Must exist in staff table.
Error Msgs: "Reviewer staff id not on file."
Addt'l Info: Choice list containing staff_id and staff_nam.

EWRF Complete:

Field Format: char(3)
Attributes: Display Only
Destination: wtw_app.form_cmplt_flg
Processing: All fields which have "Required for EWRF Complete" must have valid values before this field can be change to YES and wtw_app.form_cmplt_flg file as Y. Otherwise this field will display as NO and wtw_app.form_cmplt_flg will be filed as N.

Derived Fields:

Field name: wtw_app.opr_id and wtw_depdn_ssn.opr_id
Field Format: char(8)
Source: User's ID.

Field name: wtw_app.orig_entry_dt and wtw_depdn_ssn.orig_entry_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should not be updated in UPDATE mode. It must retain its original value from first file in ADD mode.

Field name: wtw_app.mod_dt and wtw_depdn_ssn.mod_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should be null for the first file in ADD mode and updated each time in UPDATE mode.

7. END PROCESSING

- If the requirements for filing are met and some or all of the items shown as **Required for EWRF Complete** have been entered, but not all are valid, Err msg; "Form has missing or inconsistent data. Return to form or File? (R/F)" Default "R", return to form at first field failing edit.
- If changes are made to fields, which cause the EWRF Complete Flag to be changed to "N", then Err msg: "Changes cannot make the form Incomplete. Return to form or clear? (R/C)" and the user will be allowed to fix the inconsistencies. No changes will be filed until the inconsistencies are fixed.
- If changes are made to fields, which removes the eligibility from a program type in which the app has already been enrolled, then Err msg: "Changes cannot make a client ineligible for a grant which they are enrolled." No changes will be filed until this edit is passed.

STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT
Information Systems Division - Job Training Automation

Program Specifications: EWRF – Enter WtW Registration Form

Document Print Date: October 29, 1998

File Name: webSpec

8. ADDITIONAL INFORMATION

F4: Must be operational

F5: If the App Num is autogenerated, prompt "Please record auto generated data. Press any key to continue."

F6: If no wtw_case records are linked to this app, then it may be deleted. If wtw_case records are linked to this app, msg "Form may not be deleted, case data exists." NOTE: clnt record is not deleted.

F7: Page to previous page.

F8: Page to next page.

F17: Call Display Client History module

All other function keys will behave in the normal (established/standard) fashion.

STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT
Information Systems Division - Job Training Automation

Program Specifications: EWEF – Enter WtW Enrollment Form

Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. BASIC INFORMATION

Mnemonic: EWEF
Name: Enter WtW Enrollment Form
Database: SDA
Menu: MWSC
Menu Number: 2
Previous LP: MWSC
Next LP: MWSC
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose

This program is used to enter Welfare to Work enrollment forms.

B. Description

SDA staff will use this program to enroll a client into a program type.

C. Definitions

STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT
Information Systems Division - Job Training Automation

Program Specifications: EWEF – Enter WtW Enrollment Form

Document Print Date: October 29, 1998

File Name: webSpec

2. SCREEN LAYOUT

```
012345678901234567890123456789012345678901234567890123456789
-----
EWEF                               Enter WtW Enrollment Form          !!!!!
01 Case Num  !!!!!              Name !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
02 App Num   !!!!!              SSN  999-99-9999
03 Assessment                !
04 Assessment Date          MM/DD/YYYY
05 Enrollment Date          MM/DD/YYYY
06 Enrollment Code          !!
07 Program Type             !
   Grant Code                !!!
08 Employment Status        !
09 Enrolling Staff ID       !!!!!
10 Work Partic Status       !
-----
```

3. DATABASE TABLES AND COLUMNS

The primary access key into the database is wtw_case_num.

Database Table and Column List Symbol Key

UPPERCASE :: Table name
Lowercase :: Retrieved column value
<angle brackets> :: Values entered by user (from screen)
{curly braces} :: Column written {*} to indicate ADD all columns
UPD and ADD :: Write access mode
>> :: Values TO database table
<< :: Values FROM database table
== :: Expected number of records returned

Database Table Processing

CLNT	>>	(ssn)
	<<	clnt_last_nam, clnt_first_nam
	==	1
D_ENRL_EMPLMT_STAT	>>	<enrl_emplmt_stat>
	==	1
D_PGM_TYPE	>>	<pgm_type>
	==	1
D_WRK_PARTIC_STATUS	>>	<wrk_partic_status>
	==	1
D_WTW_GRNT_CD	>>	<pgm_type>
	<<	grnt_cd, s_grnt_cd
	==	1
GRNT_CNTRL	>>	(grnt_cd, enrlnm_dt)
	==	1
STAFF	>>	<staff_id>
	==	1
WTW_APP	>>	<wtw_app_num>
	<<	ssn, wtw_eligy_cd, state_mtch, form_cmplt_flg
	==	1
WTW_ACTVY	>>	<wtw_case_num>
	>=	0
WTW_CASE	>>	<wtw_case_num>
	<<	{*}
ADD		{*}
UPD		{*}
DEL		{*}
	==	1
WTW_PLCMT	>>	<wtw_case_num>
	>=	0

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Program Specifications: EWEF – Enter WtW Enrollment Form

Document Print Date: October 29, 1998

File Name: webSpec

WTW_SERV	>>	<wtw_case_num>
	>=	0
WTW_TERM	>>	<wtw_case_num>
	==	0 or 1

4. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

The user enters the case number as the primary key. If a record exists, the record is displayed on the entry screen in the UPDATE mode. If no record is found, the program is put into the ADD mode. The program will enter the VIEW mode when a record is locked and/or the user does not have the proper access level to update. If the case is terminated, the program will enter the VIEW mode and give the msg, "Cannot change, case has been terminated."

5. INTERMEDIARY PROCESSING

The entry screen's case number is used to access the wtw_case table for a record.

Case Num:

Field Format: char (7)
Attributes: Required
Destination: wtw_case.wtw_case_num
Field Edits: 1. Must be seven digits.
2. First position must be 1-9.
Error Msgs: 1. "Entry must be seven digits."
2. "Case num cannot begin with a 0."
Processing: If record found
Retrieve and display all existing info to the screen.
Retrieve wtw_term using the entered case num
If found
VIEW mode
Else
UPDATE mode
Addt'l Info: If blank, prompt "Do you want auto number generation (Y/N)?"
Default N. If N, then user remains in case_num field. If Y, user moves to next field. The case_num will be generated when the user files the record. See processing in EEF.

6. MIDDLE PROCESSING

Middle processing consists of the entry or update of the remaining fields.

App Num:

Field Format: char (7)
Attributes: Required
Destination: wtw_case.wtw_app_num
Field Edits: 1. Must exist in wtw_app.
2. wtw_app.form_cmplt_flg must = Y.
3. Only one case exist for each app.
Error Msgs: 1. "No record found."
2. "App form has not been completed."
3. "Case already exists for App Num."
Processing: If record found, display wtw_app.ssn to the screen. Use wtw_app.ssn to retrieve and display clnt.clnt_last_nam and clnt.clnt_first_nam to the screen.

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Information Systems Division - Job Training Automation

Program Specifications: EWEF – Enter WtW Enrollment Form
Document Print Date: October 29, 1998

File Name: webSpec

Name:

Field Format: char(42)
Attributes: Display Only
Source: clnt.clnt_last_nam, clnt.clnt_first_nam
Processing: Format string with truncated last name, ", ", first name.

SSN:

Field Format: char(11)
Attributes: Display Only
Source: clnt.ssn

Assessment:

Field Format: char(1)
Attributes: Required
Destination: wtw_case.assmt
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 or 2."

Assessment Date:

Field Format: MM/DD/YYYY
Attributes: Required if Assessment = 1. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Destination: wtw_case.assmt_dt
Field Edits: 1. Must be a valid date.
2. Must be <= current date.
Error Msgs: 1. "Invalid date."
2. "Date cannot be greater than today."

Enrollment Date:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Destination: wtw_case.enrlmt_dt
Field Edits: 1. Must be a valid date.
2. Must be <= current date.
Error Msgs: 1. "Invalid date."
2. "Date cannot be greater than today."

Enrollment Code:

Field Format: char(1)
Attributes: Required
Destination: wtw_case.wtw_enrlmt_cd
Field Edits: 1. Must be 1 or 2.
2. If 1, cannot have a termed wtw case linked to the clnt.ssn.
3. If 2, must have a termed wtw case linked to the clnt.ssn.
Error Msgs: 1. "Entry must be 1 or 2."
2. "Entry cannot be 1, client has a termed WtW case."
3. "Entry cannot be 2, client does not have a termed WtW case."

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Program Specifications: EWEF – Enter WtW Enrollment Form
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File Name: webSpec

Program Type:

Field Format: char(1)
Attributes: Required
Destination: wtw_case.pgm_type
Field Edits: 1. Must exist in d_pgm_type table.
2. If 1, 3, or 5, wtw_app.wtw_eligy_cd must contain A.
3. If 2, 4, or 6, wtw_app.wtw_eligy_cd must contain B.
4. If 7, wtw_app.state_mtch must = 1.
Error Msgs: 1. "Selection not found in list of choices."
2. "Client is not eligible for the program type."
3. "Client is not eligible for the program type."
4. "Client is not state match."
Processing: 1. Retrieve d_wtw_grnt_cd.grnt_cd using entered pgm_type and
ed_status = "Y". If more than one record exists, give
choice list with wtw_grnt_cd and s_wtw_grnt_cd.
2. Format the Grant Code field with selection.
3. Using d_wtw_grnt_cd.grnt_cd
Check if Enrollment Date is >= grnt_cntrl.bgn_dt and <=
grnt_cntrl.end_dt, else msg "Enrollment Date must fall
within grant begin and end dates." Return cursor to
Enrollment Date field. (re-check at F5)
Addt'l Info: Standard d_ choice list.

Grant Code:

Field Format: char(3)
Attributes: Display Only
Destination: wtw_case.wtw_grnt_cd

Employment Status:

Field Format: char(1)
Attributes: Required
Destination: wtw_case.enrl_emplmt_stat
Field Edits: Must exist in d_enrl_emplmt_stat table.
Error Msgs: "Selection not found in list of choices."
Addt'l Info: Standard d_ choice list.

Enrolling Staff ID:

Field Format: char(5)
Attributes: Required
Destination: wtw_case.enrl_staff_id
Field Edits: Must exist in staff table.
Error Msgs: "Enrollment Staff ID not on file."
Addt'l Info: Choice list containing staff_id and staff_nam.

Work Participation Status:

Field Format: char(1)
Attributes: Required
Destination: wtw_case.wrk_partic_status
Field Edits: Must exist in d_wrk_partic_status table.
Error Msgs: "Selection not found in list of choices."
Addt'l Info: Standard d_ choice list.

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Program Specifications: EWEF – Enter WtW Enrollment Form
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Derived Fields:

Field name: wtw_case.opr_id
Field Format: char(8)
Source: User's ID.

Field name: wtw_case.orig_entry_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should not be updated in UPDATE mode. It must retain its original value from first file in ADD mode.

Field name: wtw_case.mod_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should be null for the first file in ADD mode and updated each time in UPDATE mode.

7. END PROCESSING

No special end processing required for this program.

8. ADDITIONAL INFORMATION

F4: Must be operational

F5: If the Case Num is autogenerated, prompt "Please record auto generated data. Press any key to continue."

F6: If no wtw_actvy, wtw_serv, wtw_plcmt, or wtw_term records are linked to this case, then it may be deleted. If records are linked to this case, msg "Cannot delete, case has activity, services, placement or term data."

F17: Call Display Client History module

All other function keys will behave in the normal (established/standard) fashion.

STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT
Information Systems Division - Job Training Automation

Program Specifications: EMAF – Enter WtW Monthly Activity Form

Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. BASIC INFORMATION

Mnemonic: EMAF
Name: Enter WtW Monthly Activity Form
Database: SDA
Menu: MWSC
Menu Number: 3
Previous LP: MWSC
Next LP: MWSC
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose

This program is used to enter Welfare to Work monthly activity forms.

B. Description

SDA staff will use this program to track the activities and services which are provided to a client.

C. Definitions

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Information Systems Division - Job Training Automation

Program Specifications: EMAF – Enter WtW Monthly Activity Form

Document Print Date: October 29, 1998

File Name: webSpec

2. SCREEN LAYOUT

```

0123456789012345678901234567890123456789012345678901234567890123456789
-----
EMAF                                Enter Monthly Activity Form                                !!!!!

Case Num  !!!!!    Name !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
App Num   !!!!!    SSN  999-99-9999   Enrl Date MM/DD/YYYY   Program Type !

Reporting Period  MM/YYYY

Amount Expended by Activity
Agcy Cd  Act Cd  Act Description  Opt Cd  Avg Hrs  Total Expend  Est Cmpl Dt
!!!      !!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99      MM/DD/YYYY
!!!      !!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99      MM/DD/YYYY
!!!      !!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99      MM/DD/YYYY
!!!      !!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99      MM/DD/YYYY
!!!      !!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99      MM/DD/YYYY

Services Hours and Dollars Expended
Agcy Cd  Svcs Cd  Svcs Description  Opt Cd  Avg Hrs  Total Expend
!!!      !!!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99
!!!      !!!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99
!!!      !!!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99
!!!      !!!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99
!!!      !!!      !!!!!!!!!!!!!!!  !!!!!  999.9      99999.99
-----

```

3. DATABASE TABLES AND COLUMNS

The primary access key into the database is wtw_case_num.

Database Table and Column List Symbol Key

```

UPPERCASE      :: Table name
lowercase      :: Retrieved column value
<angle brackets> :: Values entered by user (from screen)
{curly braces}  :: Column written {*} to indicate ADD all columns
UPD and ADD    :: Write access mode
>>            :: Values TO database table
<<            :: Values FROM database table
==            :: Expected number of records returned

```

Database Table Processing

```

AGCY          >>  <agcy_cd>
               <<  agcy_nam
               ==  1

CLNT          >>  (ssn)
               <<  clnt_last_nam, clnt_first_nam
               ==  1

D_OPT_CD      >>  <opt_cd>
               ==  1

D_WTW_ACTVY_CD >>  <wtw_actvy_cd>
               <<  s_wtw_actvy_cd
               ==  1

D_WTW_SERV_CD >>  <wtw_serv_cd>
               <<  s_wtw_serv_cd
               ==  1

```

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Information Systems Division - Job Training Automation

Program Specifications: EMAF – Enter WtW Monthly Activity Form
Document Print Date: October 29, 1998

File Name: webSpec

WTW_APP	>>	(wtw_app_num)
	<<	ssn
	==	1
WTW_ACTVY	>>	<wtw_case_num>
	<<	{*}
	ADD	{*}
	UPD	{*}
	DEL	{*}
	>=	1
WTW_CASE	>>	<wtw_case_num>
	<<	app_num, enr1mt_dt, pgm_type
	==	1
WTW_SERV	>>	wtw_case_num>
	<<	{*}
	ADD	{*}
	UPD	{*}
	DEL	{*}
	>=	1
WTW_TERM	>>	<wtw_case_num>
	==	0 or 1

4. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

The user enters the case number as the primary key. If a record(s) exists, the record(s) is displayed on the entry screen in the UPDATE mode. If no record is found, the program is put into the ADD mode. The program will enter the VIEW mode when a record is locked and/or the user does not have the proper access level to update. If the case is terminated, the program will enter the VIEW mode and give the msg, "Cannot change, case has been terminated." Note: All wtw_actvy and wtw_serv records for the entered case number and reporting period must be locked. Additional rows may be added in UPDATE mode.

5. INTERMEDIARY PROCESSING

The entry screen's case number and reporting period are used to access the wtw_actvy and wtw_serv tables for records.

Case Num:

Field Format: char (7)
Attributes: Required
Destination: wtw_actvy.wtw_case_num and wtw_serv.wtw_case_num
Field Edits: Must exist in wtw_case.
Error Msgs: "No record found."
Processing: If record found
 1. Retrieve and display all existing info from the wtw_case, wtw_actvy, and wtw_serv tables to the screen.
 2. Use wtw_case.wtw_app_num to retrieve and display clnt.clnt_last_name and clnt.clnt_first_name to screen.
 3. Retrieve wtw_term using the entered case num
 4. If found
 VIEW mode
 Else
 UPDATE mode

Name:

Field Format: char(42)
Attributes: Display Only
Source: clnt.clnt_last_name, clnt.clnt_first_name
Processing: Format string with truncated last name, ", ", first name.

App Num:

Field Format: char (7)
Attributes: Display Only
Source: wtw_case.wtw_app_num

SSN:

Field Format: char(11)
Attributes: Display Only
Source: clnt.ssn

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File Name: webSpec

Enrl Date:

Field Format: MM/DD/YYYY
Attributes: Display Only
Source: wtw_case.enrlmt_dt

Program Type:

Field Format: char(1)
Attributes: Display Only
Source: wtw_case.pgm_type

Reporting Period:

Field Format: MM/YYYY
Attributes: Required. Allow MM/YY and convert to MM/YYYY for display.
Destination: wtw_actvy.rptng_prd and wtw_serv.rptng_prd
Field Edits: 1. Must be a period.
2. Must be <= current month and year.
Error Msgs: 1. "Invalid period."
2. "Period cannot be greater than current month and year."

6. MIDDLE PROCESSING

Middle processing consists of the entry or update of the remaining fields in the two scrolling regions.

Amount Expended Scrolling Region:

This is a scrolling region which displays 5 rows at a time and has a MAX size of 20.

Agcy Cd:

Field Format: char (3)
Attributes: Required if anything else is entered on the row.
Destination: wtw_actvy.agcy_cd
Field Edits: Must exist in agcy table.
Error Msgs: "Code not on file."
Addt'l Info: Choice list containing agcy_cd and agcy_nam.

Act Cd:

Field Format: char (2)
Attributes: Required if anything else is entered on the row.
Destination: wtw_actvy.wtw_actvy_cd
Field Edits: 1. Must exist in d_wtw_actvy_cd table.
2. Agcy Cd and Act Cd combination cannot be used more than once.
Error Msgs: 1. "Code not on file."
2. "Agcy Cd and Act Cd combination cannot be used more than once."
Processing: If record found, display s_wtw_actvy_cd to screen.
Addt'l Info: Standard d_ choice list.

Act Description:

Field Format: char(15)
Attributes: Display Only
Source: d_wtw_actvy_cd.s_wtw_actvy_cd

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Program Specifications: EMAF – Enter WtW Monthly Activity Form
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File Name: webSpec

Option Cd:

Field Format: char (6)
Attributes: Optional
Destination: wtw_actvy.opt_cd
Field Edits: Must exist in d_opt_cd table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Avg Hours:

Field Format: 999.9
Attributes: Required if Act Cd entered on the row.
Destination: wtw_actvy.avg_hrs
Field Edits: 1. Must be numeric.
2. Must be >= 0.
Error Msgs: 1. "Entry must be numeric."
2. "Entry must be >= 0."
Addt'l Info: Do not default to zero, but allow zero as a valid entry.

Total \$ Expended:

Field Format: 99999.99
Attributes: Required if Act Cd entered on the row.
Destination: wtw_actvy.tot_expend
Field Edits: 1. Must be numeric.
2. Must be >= 0.
Error Msgs: 1. "Entry must be numeric."
2. "Entry must be >= 0."
Addt'l Info: Do not default to zero, but allow zero as a valid entry.

Est Comp Dt:

Field Format: MM/DD/YYYY
Attributes: Optional. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Destination: wtw_actvy.est_cmpltn_dt
Field Edits: 1. Must be a valid date.
2. Must be >= enrollment date.
Error Msgs: 1. "Invalid date."
2. "Must be on or after enrollment date."

Services Hours and Dollars Expended Scrolling Region:

This is a scrolling region which displays 5 rows at a time and has a MAX size of 20.

Agcy Cd:

Field Format: char (3)
Attributes: Required if anything else is entered on the row.
Destination: wtw_serv.agcy_cd
Field Edits: Must exist in agcy table.
Error Msgs: "Code not on file."
Addt'l Info: Choice list containing agcy_cd and agcy_nam.

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File Name: webSpec

Svcs Cd:

Field Format: char (3)
Attributes: Required if Agcy Cd entered on the row.
Destination: wtw_serv.wtw_serv_cd
Field Edits: 1. Must exist in d_wtw_serv_cd table.
2. Agcy Cd and Svc Cd combination cannot be used more than once.
Error Msgs: 1. "Code not on file."
2. "Agcy Cd and Svc Cd combination cannot be used more than once."
Processing: If record found, display s_wtw_serv_cd to screen.
Addt'l Info: Standard d_ choice list.

Svcs Description:

Field Format: char(15)
Attributes: Display Only
Source: d_wtw_serv_cd.s_wtw_serv_cd

Option Cd:

Field Format: char (6)
Attributes: Optional
Destination: wtw_serv.opt_cd
Field Edits: Must exist in d_opt_cd table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Avg Hours:

Field Format: 999.9
Attributes: Required if Agcy Cd entered on the row.
Destination: wtw_serv.avg_hrs
Field Edits: 1. Must be numeric.
2. Must be >= 0.
Error Msgs: 1. "Entry must be numeric."
2. "Entry must be >= 0."
Addt'l Info: Do not default to zero, but allow zero as a valid entry.

Total \$ Expended:

Field Format: 99999.99
Attributes: Required if Agcy Cd entered on the row.
Destination: wtw_serv.tot_expend
Field Edits: 1. Must be numeric.
2. Must be >= 0.
Error Msgs: 1. "Entry must be numeric."
2. "Entry must be >= 0."
Addt'l Info: Do not default to zero, but allow zero as a valid entry.

Derived Fields:

Field name: wtw_actvy.opr_id and wtw_serv.opr_id
Field Format: char(8)
Source: User's ID.

Field name: wtw_actvy.orig_entry_dt and wtw_serv.orig_entry_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should not be updated when a row is updated. It must retain its original value from first time filed.

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Program Specifications: EMAF – Enter WtW Monthly Activity Form

Document Print Date: October 29, 1998

File Name: webSpec

Field name: wtw_actvy.mod_dt and wtw_serv.mod_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should be null for the first time filed and
updated each time a row is updated.

7. END PROCESSING

No special end processing required for this program.

8. ADDITIONAL INFORMATION

If the user presses return on a blank line within the scrolling region, then the user is placed in the other scrolling region.

F4: Must NOT be operational

F5: For each row containing data, if the record exists, update the record, else insert the record. For any row that was cleared, delete the record.

F6: If no wtw_term record is linked to this case and this record has the greatest Reporting Period for the wtw_case_num, then it may be deleted. If a wtw_term record is linked to this case, msg "Cannot delete, case has been terminated." If another wtw_actvy or wtw_serv_cd record exists with a rptng_prd > than this case's Reporting Period, msg "Cannot delete, more recent Reporting Period data exists."

F7: Page back within the scrolling regions.

F8: Page forward within the scrolling regions.

F16: Switch between the scrolling regions.

F18: If pressed on first field of row in scrolling region, then clears entire row, else behaves in the normal fashion.

All other function keys will behave in the normal (established/standard) fashion.

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Information Systems Division - Job Training Automation

Program Specifications: EWPF – Enter WtW Placement Form

Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. BASIC INFORMATION

Mnemonic: EWPF
Name: Enter WtW Placement Form
Database: SDA
Menu: MWSC
Menu Number: 4
Previous LP: MWSC
Next LP: MWSC
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose

This program is used to enter Welfare to Work placement forms.

B. Description

SDA staff will use this program to track all placements for a client.

C. Definitions

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2. SCREEN LAYOUT

```

0123456789012345678901234567890123456789012345678901234567890123456789
-----
EWPF                               Enter Placement Form                               !!!!!

Case Num      !!!!!!!      Name !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Plcmt Num     !!!!!      App Num !!!!!!!      SSN 999-99-9999      Program Type !

Agency Code      !!!
Date Employed     MM/DD/YYYY
Employer Number   !!!!!
Employer Name     !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Employer Address  !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Employer City     !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Employer St/Zip   !! 99999-9999
Employer Contact  !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Contact Phone     999-999-9999
Job Code          !!!!!!!
Job Title         !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Hours Per Week    999.9
Hourly Wage       999.99
Sector Type       !
Fringe Benefits   !
Non-Trad Trng for Women !
Placement Staff ID !!!!!
-----

```

3. DATABASE TABLES AND COLUMNS

The primary access key into the database is wtw_case_num and plcmnt_cd.

Database Table and Column List Symbol Key

```

UPPERCASE      :: Table name
lowercase      :: Retrieved column value
<angle brackets> :: Values entered by user (from screen)
{curly braces}  :: Column written {*} to indicate ADD all columns
UPD and ADD     :: Write access mode
>>            :: Values TO database table
<<            :: Values FROM database table
==            :: Expected number of records returned

```

Database Table Processing

```

AGCY           >>    <agcy_cd>
                <<    agcy_nam
                ==    1

CLNT           >>    (ssn)
                <<    clnt_last_nam, clnt_first_nam, gendr
                ==    1

DOT_TBL        >>    (plcmt_job_cd)
                <<    non_trad, job_title
                ==    1

D_SECTOR_TYPE  >>    <sector_type>
                ==    1

```

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OES_TBL	>>	(plcmt_job_cd)
	<<	non_trad, job_title
	==	1
STAFF	>>	<staff_id>
	==	1
SYS_FUNC	<<	job_cd_type
	==	1
WTW_APP	>>	<wtw_app_num>
	<<	ssn
	==	1
WTW_CASE	>>	<wtw_case_num>
	<<	app_num, enrlnmt_dt, pgm_type
	==	1
WTW_PLCMT	>>	<wtw_case_num>
	<<	{*}
	ADD	{*}
	UPD	{*}
	DEL	{*}
	>=	1
WTW_TERM	>>	<wtw_case_num>
	==	0 or 1

4. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

The user enters the case number and placement number as the primary key. If a record exists, the record is displayed on the entry screen in the UPDATE mode. If no record is found, the program is put into the ADD mode. The program will enter the VIEW mode when a record is locked and/or the user does not have the proper access level to update. If the case is terminated, the program will enter the VIEW mode and give the msg, "Cannot change, case has been terminated."

5. INTERMEDIARY PROCESSING

The entry screen's case number and placement number are used to access the wtw_plcmt table for a record.

Case Num:

Field Format: char (7)

Attributes: Required

Destination: wtw_plcmt.wtw_case_num

Field Edits: Must exist in wtw_case.

Error Msgs: "No record found."

Processing: If record found

1. Retrieve and display wtw_case.wtw_app_num and wtw_case.pgm_type to screen.
2. Use wtw_case.wtw_app_num to retrieve and display wtw_app.ssn, clnt.clnt_last_nam and clnt.clnt_first_nam to screen.

Name:

Field Format: char(42)

Attributes: Display Only

Source: clnt.clnt_last_nam, clnt.clnt_first_nam

Processing: Format string with truncated last name, ", ", first name.

Plcmt Num:

Field Format: char (5)

Attributes: Required, can be left blank and next number will be assigned.

Destination: wtw_plcmt.plcmt_num

Field Edits: If entered, must exist in wtw_plcmt

Error Msgs: "No record found."

Processing: If left blank, then on F5 autogenerate the next plcmt_num ADD mode

If record found

1. Retrieve and display all existing info from the wtw_plcmt table to the screen.
2. Retrieve wtw_term using the entered case num
3. If found
VIEW mode
Else
UPDATE mode

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Addt'l Info: Choice list containing plcmt_num, dt_empld, and er_nam.

App Num:

Field Format: char (7)
Attributes: Display Only
Source: wtw_case.wtw_app_num

SSN:

Field Format: char(11)
Attributes: Display Only
Source: wtw_app.ssn

Program Type:

Field Format: char(1)
Attributes: Display Only
Source: wtw_case.pgm_type

6. MIDDLE PROCESSING

Middle processing consists of the entry or update of the remaining fields.

Agcy Cd:

Field Format: char (3)
Attributes: Optional
Destination: wtw_plcmt.agcy_cd
Field Edits: Must exist in agcy table.
Error Msgs: "Code not on file."
Addt'l Info: Choice list containing agcy_cd and agcy_nam.

Date Employed:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Destination: wtw_plcmt.dt_empld
Field Edits: 1. Must be a valid date.
2. Must be <= current date.
Error Msgs: 1. "Invalid date."
2. "Date cannot be greater than today."

Employer Number:

Field Format: 99999
Attributes: Required
Destination: wtw_plcmt.er_num
Field Edits: If entered, must exist in er table.
Error Msgs: "Not found, use employer name choice list."
Processing: If found, display er_nam, er_adrs, er_city, er_st, zip, zip_4 to screen.
Addt'l Info: Field may be left blank to use employer name clist but must be formatted before leaving the employer name field.

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Employer Name:

Field Format: char(30)

Attributes: Required

Source: er.er_nam

Processing: See processing in ESF for choice list processing which will have add new record option.

Addt'l Info: The user may not leave this field until the employer number is entered or chosen from the choice list.

Employer Address:

Field Format: char(30)

Attributes: Display Only

Source: er.er_adrs

Employer City:

Field Format: char(30)

Attributes: Display Only

Source: er.er_city

Employer St:

Field Format: char(2)

Attributes: Display Only

Source: er.er_st

Employer Zip:

Field Format: char(5)

Attributes: Display Only

Source: er.zip

Employer Zip-4:

Field Format: char(4)

Attributes: Display Only

Source: er.zip_4

Employer Contact:

Field Format: char(30)

Attributes: Required

Destination: wtw_plcmt.er_con

Contact Phone:

Field Format: char(12), 999-999-9999

Attributes: Optional

Destination: wtw_plcmt.er_con_ph

Field Edits: Must be seven or ten digits.

Error Msgs: "Entry must be seven or ten digits."

Processing: If seven digits are entered, re-display with sys_func.area_cd.

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Job Code:

Field Format: 999.999-9999 (DOT) 999999 (OES)
Attributes: Required
Destination: wtw_plcmt.plcmt_job_cd
Field Edits: 1. If sys_func.job_cd_type = DOT, must exist in dot_tbl.
2. If sys_func.job_cd_type = OES, must exist in oes_tbl.
Error Msgs: 1. "Code not on file."
2. "Code not on file."
Processing: If found, display title to Job Title.

Job Title:

Field Format: char(37)
Attributes: Display Only
Source: dot_tbl.dot_title or oes_tbl.oes_title

Hours Per Week:

Field Format: 999.9
Attributes: Required
Destination: wtw_plcmt.hr_wk
Field Edits: 1. Must be numeric.
2. Must be >= 0 and < 169.
Error Msgs: 1. "Entry must be numeric."
2. "Must be 168 hours or less."
Processing: If entry > 60, prompt "Hours entered are unusually high.
Continue? (Y/N)". Default N.

Hourly Wage:

Field Format: 999.99
Attributes: Required
Destination: wtw_plcmt.hrly_wg
Field Edits: Must be numeric.
Error Msgs: "Entry must be numeric."
Processing: If entry < 4.25 or > 20, prompt "Check hourly wage.
Continue? (Y/N)". Default N.

Sector Type:

Field Format: char(1)
Attributes: Required
Destination: wtw_plcmt.sector_type
Field Edits: Must exist in d_sector_type table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Fringe Benefits:

Field Format: char(1)
Attributes: Optional
Destination: wtw_plcmt.fringe_benf
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

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Non-Trad Trng for Women:

Field Format: char(1)
Attributes: Optional
Destination: wtw_plcmt.non_trad_emplmt
Field Edits: 1. Must be 1 or 2.
2. If entry = 1, then clnt.gendr cannot = 2.
3. If dot_tbl.non_trad or oes_tbl.non_trad = N, then entry cannot = 1.
Error Msgs: 1. "Entry must be 1 (yes) or 2 (no)."
2. "Entry must be 2 (no), client is male."
3. "Entry cannot be 1 (yes). Inconsistent with job code reference in EJC."
Processing: If entry = 2, and dot_tbl.non_trad or oes_tbl.non_trad = Y, prompt "Entry 2 (no) is inconsistent with job code reference in EJC. Continue (Y/N)?" Default Y.
Addt'l Info: If sys_func.job_cd_type = DOT, use dot_tbl else use oes_tbl.

Placement Staff ID:

Field Format: char(5)
Attributes: Required
Destination: wtw_plcmt.plcmt_staff_id
Field Edits: Must exist in staff table.
Error Msgs: "Code not on file."
Addt'l Info: Choice list containing staff_id and staff_nam.

Derived Fields:

Field name: wtw_plcmt.opr_id
Field Format: char(8)
Source: User's ID.

Field name: wtw_plcmt.orig_entry_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should not be updated in UPDATE mode. It must retain its original value from first file in ADD mode.

Field name: wtw_plcmt.mod_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should be null for the first file in ADD mode and updated each time in UPDATE mode.

7. END PROCESSING

No special end processing required for this program.

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8. ADDITIONAL INFORMATION

F5: If the Plcmt Num is autogenerated, prompt "Please record auto generated data. Press any key to continue."

F6: If no wtw_term record is linked to this case and this record has the greatest Plcmt Num for the wtw_case_num, then it may be deleted. If a wtw_term record is linked to this case, msg "Cannot delete, case has been terminated." If another wtw_plcmt record exists with a plcmt_num > than this case's Plcmt Num, msg "Cannot delete, more recent placement data exists."

All other function keys will behave in the normal (established/standard) fashion.

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Program Specifications: EWTF – Enter WtW Termination Form

Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. BASIC INFORMATION

Mnemonic: EWTF
Name: Enter WtW Termination Form
Database: SDA
Menu: MWSC
Menu Number: 5
Previous LP: MWSC
Next LP: MWSC
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose

This program is used to enter Welfare to Work termination forms.

B. Description

SDA staff will use this program to terminate a client from a grant.

C. Definitions

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Information Systems Division - Job Training Automation

Program Specifications: EWTF – Enter WtW Termination Form
Document Print Date: October 29, 1998

File Name: webSpec

2. SCREEN LAYOUT

```
0123456789012345678901234567890123456789012345678901234567890123456789
-----
EWTF                               Enter Termination Form                               !!!!!
01 Case Num  !!!!!!!              Name !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
   App Num   !!!!!!!              SSN  999-99-9999   Program Type !
02 Completion Code                !!
03 Completion Date                MM/DD/YYYY
04 Completion Staff ID            !!!!!
05 Term Code                      !!
06 Term Date                     MM/DD/YYYY
07 Term Staff ID                 !!!!!
08 Employment Status             !
09 Total Wages for Term Month    99,999.99
10 Amt of TANF Reduction         99,999.99
11 Amt of Other Reduction        99,999.99
-----
```

3. DATABASE TABLES AND COLUMNS

The primary access key into the database is wtw_case_num.

Database Table and Column List Symbol Key

UPPERCASE :: Table name
lowercase :: Retrieved column value
<angle brackets>:: Values entered by user (from screen)
{curly braces} :: Column written {*} to indicate ADD all columns
UPD and ADD :: Write access mode
>> :: Values TO database table
<< :: Values FROM database table
== :: Expected number of records returned

Database Table Processing

CLNT	>>	(ssn)
	<<	clnt_last_nam, clnt_first_nam
	==	1
D_CMPLTN_CD	>>	<cmpltn_cd>
	==	1
D_EMPLMT_STAT	>>	<emplmt_stat>
	==	1
D_WTW_TERM_CD	>>	<wtw_term_cd>
	==	1
STAFF	>>	<staff_id>
	==	1
WTW_APP	>>	<wtw_app_num>
	<<	ssn
	==	1
WTW_CASE	>>	<wtw_case_num>
	<<	app_num, pgm_type, enr1mt_dt
	==	1
WTW_PLCMT	>>	<wtw_case_num>, MAX(plcmt_num)
	<<	dt_empld
	==	1
WTW_TERM	>>	<wtw_case_num>
	<<	{*}
ADD		{*}
UPD		{*}
DEL		{*}
	==	1

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4. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

The user enters the case number as the primary key. If a record exists, the record is displayed on the entry screen in the UPDATE mode. If no record is found, the program is put into the ADD mode. The program will enter the VIEW mode when a record is locked and/or the user does not have the proper access level to update.

5. INTERMEDIARY PROCESSING

The entry screen's case number is used to access the wtw_term table for a record.

Case Num:

Field Format: char (7)
Attributes: Required
Destination: wtw_term.wtw_case_num
Field Edits: Must exist in wtw_case.
Error Msgs: "No record found."
Processing: If record found
1. Retrieve and display wtw_case.wtw_app_num and wtw_case.pgm_type to screen.
2. Use wtw_case.wtw_app_num to retrieve and display wtw_app.ssn, clnt.clnt_last_nam and clnt.clnt_first_nam to screen.

6. MIDDLE PROCESSING

Middle processing consists of the entry or update of the remaining fields.

Name:

Field Format: char(42)
Attributes: Display Only
Source: clnt.clnt_last_nam, clnt.clnt_first_nam
Processing: Format string with truncated last name, ", ", first name.

App Num:

Field Format: char (7)
Attributes: Display Only
Source: wtw_case.wtw_app_num

SSN:

Field Format: char(11)
Attributes: Display Only
Source: clnt.ssn

Program Type:

Field Format: char(1)
Attributes: Display Only
Source: wtw_case.pgm_type

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Completion Code:

Field Format: char(2)
Attributes: Required
Destination: wtw_term.cmplt_n_cd
Field Edits: Must exist in d_cmplt_n_cd table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Completion Date:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Destination: wtw_term.cmplt_n_dt
Field Edits: 1. Must be a valid date.
2. Must be <= current date.
3. Must be >= enrollment date.
4. Must be >= date employed from MAX(plcmt_num).
Error Msgs: 1. "Invalid date."
2. "Date cannot be greater than today."
3. "Must be on or after enrollment date."
4. "Must be on or after the date employed of the last placement."

Completion Staff ID:

Field Format: char(5)
Attributes: Required
Destination: wtw_term.cmplt_n_staff_id
Field Edits: Must exist in staff table.
Error Msgs: "Code not on file."
Addt'l Info: Choice list containing staff_id and staff_nam.

Term Code:

Field Format: char(2)
Attributes: Required
Destination: wtw_term.wtw_term_cd
Field Edits: Must exist in d_wtw_term_cd table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Term Date:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Destination: wtw_term.term_dt
Field Edits: 1. Must be a valid date.
2. Must be <= current date.
3. Must be >= completion date.
Error Msgs: 1. "Invalid date."
2. "Date cannot be greater than today."
3. "Term date cannot be before completion date."

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Term Staff ID:

Field Format: char(5)
Attributes: Required
Destination: wtw_term.term_staff_id
Field Edits: Must exist in staff table.
Error Msgs: "Code not on file."
Addt'l Info: Choice list containing staff_id and staff_nam.

Employment Status:

Field Format: char(1)
Attributes: Required
Destination: wtw_term.emplmt_stat
Field Edits: Must exist in d_emplmt_stat table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Total Wages for Term Month:

Field Format: 99,999.99
Attributes: Required
Destination: wtw_term.tot_wg
Field Edits: 1. Must be numeric.
2. Must be >= 0.
Error Msgs: 1. "Entry must be numeric."
2. "Entry must be >= 0."
Addt'l Info: Do not default to zero, but allow zero as a valid entry.

Total TANF Reduction:

Field Format: 99,999.99
Attributes: Required
Destination: wtw_term.tanf_red_amt
Field Edits: 1. Must be numeric.
2. Must be >= 0.
Error Msgs: 1. "Entry must be numeric."
2. "Entry must be >= 0."
Addt'l Info: Do not default to zero, but allow zero as a valid entry.

Total Other Reduction:

Field Format: 99,999.99
Attributes: Required
Destination: wtw_term.oth_red_amt
Field Edits: 1. Must be numeric.
2. Must be >= 0.
Error Msgs: 1. "Entry must be numeric."
2. "Entry must be >= 0."
Addt'l Info: Do not default to zero, but allow zero as a valid entry.

Derived Fields:

Field name: wtw_term.opr_id
Field Format: char(8)
Source: User's ID.

Field name: wtw_term.orig_entry_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should not be updated in UPDATE mode. It must retain its original value from first file in ADD mode.

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Field name: wtw_term.mod_dt
Field Format: date
Source: Current system date.
Addt'l Info: This field should be null for the first file in ADD mode and
updated each time in UPDATE mode.

7. END PROCESSING

No special end processing required for this program.

8. ADDITIONAL INFORMATION

Function keys will behave in the normal (established/standard) fashion.

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Program Specifications: EWFF – Enter WtW Follow-up Form

Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. 0. OUTSTANDING ISSUES

1. BASIC INFORMATION

Mnemonic: EWFF
Name: Enter WtW Follow-up Form
Database: SDA
Menu: MWSC
Menu Number: 6
Previous LP: MWSC
Next LP: MWSC
JAD Participants: JTPD Staff - Janet Leong, Patty Nishite, Diana Samuels,
Cindy Tse
SDA Staff - Jan Arnold, Manny Bagaoisan, Elton Hughes, Jerry
Neff, Rosemarie Sweeney, Clara Wong
JTA Staff - Kristen Cooper

A. Purpose

This program is used to enter Welfare to Work follow-up forms.

B. Description

SDA staff will use this program to enter follow-up information by case number and placement number.

C. Definitions

STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT
Information Systems Division - Job Training Automation

Program Specifications: EWFF – Enter WtW Follow-up Form

Document Print Date: October 29, 1998

File Name: webSpec

2. SCREEN LAYOUT

```
0123456789012345678901234567890123456789012345678901234567890123456789
-----
EWFF                               Enter WtW Follow-up Form                               !!!!!
01 Case Num      !!!!!!!          Name !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
02 Plcmt Num     !!!!!          App Num !!!!!!!          SSN 999-99-9999          Program Type !
03 Follow-up Type      ! !!!!!!!          Required at 13th Week Follow-up
    Follow-up Date      MM/DD/YYYY          09 Employed at All          !
04 Agency Code        !!!          10 Weeks Employed          99
05 Interview Date      MM/DD/YYYY          11 With Employer          !
06 Follow-up Result    !!          12 Actual Hours Worked          9999
07 Labor Force Stat    !          13 Wage Increase          !
08 Follow-up Staff ID  !!!!!          14 Wage Increase Amt          999.99

Most Recent Employer/Employer at Follow-up
15 Date Emp      MM/DD/YYYY          21 Hours per Week          999.9
15 Emp Num       !!!!!          22 Hourly Wage          999.99
17 Emp Name      !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
    Address      !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
    CSZ          !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! !! 99999-9999
18 Contact       !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
19 Phone         999-999-9999
20 Job Code      !!!!!!!!!!!  !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
-----
```

3. DATABASE TABLES AND COLUMNS

The primary access key into the database is wtw_case_num.

Database Table and Column List Symbol Key

UPPERCASE	::	Table name
Lowercase	::	Retrieved column value
<angle brackets>	::	Values entered by user (from screen)
{curly braces}	::	Column written {*} to indicate ADD all columns
UPD and ADD	::	Write access mode
>>	::	Values TO database table
<<	::	Values FROM database table
==	::	Expected number of records returned

Database Table Processing

AGCY	>>	<agcy_cd>
	<<	agcy_nam
	==	1
CLNT	>>	(ssn)
	<<	clnt_last_nam, clnt_first_nam
	==	1
D_WTW_FOLUP_RESULT	>>	<wtw_folup_result>
	==	1
D_FOLUP_TYPE	>>	<folup_type>
	<<	s_folup_type, num_days
	==	1
D_LABOR_FORCE	>>	<labor_force>
	==	1
DOT_TBL	>>	(plcmt_job_cd)
	<<	job_title
	==	1
OES_TBL	>>	(plcmt_job_cd)
	<<	job_title
	==	1
STAFF	>>	<staff_id>
	==	1
SYS_FUNC	<<	job_cd_type
	==	1
WTW_APP	>>	(wtw_app_num)
	<<	ssn
	==	1

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Program Specifications: EWFF – Enter WtW Follow-up Form

Document Print Date: October 29, 1998

File Name: webSpec

```
WTW_CASE      >>    <wtw_case_num>
               <<    app_num, pgm_type
               ==    1

WTW_FOLUP      >>    <wtw_case_num, plcmnt_num, folup_type>
               <<    { * }
               ADD    { * }
               UPD    { * }
               DEL    { * }
               ==    1

WTW_PLCMT      >>    <wtw_case_num, plcmnt_num>
               <<    dt_empld, er_num, er_con, er_con_ph, plcmt_job_cd,
               hr_wk, hrly_wg
               ==    1
```

4. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

The user enters the case number, placement number, and follow-up type as the primary key. If a record exists, the record is displayed on the entry screen in the UPDATE mode. If no record is found, the program is put into the ADD mode. The program will enter the VIEW mode when a record is locked and/or the user does not have the proper access level to update.

5. INTERMEDIARY PROCESSING

The entry screen's case number, placement number, and follow-up type are used to access the wtw_folup table for a record.

Case Num:

Field Format: char (7)
Attributes: Required
Destination: wtw_folup.wtw_case_num
Field Edits: Must exist in wtw_case.
Error Msgs: "No record found."
Processing: If record found
1. Retrieve and display wtw_case.wtw_app_num and wtw_case.pgm_type to screen.
2. Use wtw_case.wtw_app_num to retrieve and display wtw_app.ssn, clnt.clnt_last_name and clnt.clnt_first_name to screen.

Name:

Field Format: char(42)
Attributes: Display Only
Source: clnt.clnt_last_name, clnt.clnt_first_name
Processing: Format string with truncated last name, ", ", first name.

Plcmt Num:

Field Format: char (5)
Attributes: Required
Destination: wtw_folup.plcmnt_num
Field Edits: Case Num/Plcmt Num combination must exist in wtw_plcmt.
Error Msgs: "No placement record found."

App Num:

Field Format: char (7)
Attributes: Display Only
Source: wtw_case.wtw_app_num

SSN:

Field Format: char(11)
Attributes: Display Only
Source: wtw_app.ssn

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Program Type:

Field Format: char(1)
Attributes: Display Only
Source: wtw_case.pgm_type

Follow-up Type:

Field Format: char(1)
Attributes: Required
Destination: wtw_folup.folup_type
Field Edits: Must exist in d_folup_type table.
Error Msgs: "Code not on file."
Processing:
1. If record found in the wtw_folup table using Case Num, Plcmt Num, and Follow-up Type, retrieve and display all existing info from the wtw_folup table to the screen.
2. If record found in the d_folup_type table, retrieve and display s_folup_type to screen.
Addt'l Info: Standard d_ choice list.

Follow-up Date:

Field Format: MM/DD/YYYY
Attributes: Display Only
Destination: wtw_folup.folup_dt
Processing:
1. Retrieve d_folup_type.num_days using entered Follow-up Type.
2. Retrieve wtw_plcmt.dt_empld using entered Case Num and Plcmt Num.
3. Calculate and display Follow-up Date as wtw_plcmt.dt_empld + num_days.

6. MIDDLE PROCESSING

Middle processing consists of the entry or update of the remaining fields.

Agcy Cd:

Field Format: char (3)
Attributes: Optional
Destination: wtw_folup.agcy_cd
Field Edits: Must exist in agcy table.
Error Msgs: "Code not on file."
Addt'l Info: Choice list containing agcy_cd and agcy_nam.

Interview Date:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Destination: wtw_folup.intvw_dt
Field Edits:
1. Must be a valid date.
2. Must be <= current date.
3. Must be >= Follow-up Date.
Error Msgs:
1. "Invalid date."
2. "Date cannot be greater than today."
3. "Must be on or after Follow-up Date."

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Follow-up Result:

Field Format: char(2)
Attributes: Optional
Destination: wtw_folup.wtw_folup_result
Field Edits: Must exist in d_wtw_folup_result table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Labor Force Stat:

Field Format: char(1)
Attributes: Required
Destination: wtw_folup.labor_force
Field Edits: Must exist in d_labor_force table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Follow-up Staff ID:

Field Format: char(5)
Attributes: Required
Destination: wtw_folup.folup_staff_id
Field Edits: Must exist in staff table.
Error Msgs: "Code not on file."
Addt'l Info: Choice list containing staff_id and staff_nam.

Employed at All:

Field Format: char(1)
Attributes: Required if d_folup_type.num_days = 90 or 91.
Destination: wtw_folup.empld_at_all
Field Edits: 1. Must be 1 or 2.
2. If Labor Force = 1 or 2, then cannot be 2.
Error Msgs: 1. "Entry must be 1 (yes) or 2 (no)."
2. "Inconsistent with Labor Force Stat."
Processing: 1. If blank, set Weeks Employed through Wage Increase Amt to SKIP.
2. If 1, set Date Emp through Hourly Wage to REQUIRED.
3. If 2, set Weeks Employed through Hourly Wage to SKIP.

Weeks Employed:

Field Format: 99
Attributes: If Employed at All is blank or = 2, Skip, else Required.
If Employed at All = 2, default to 0.
Destination: wtw_folup.wks_empld
Field Edits: 1. Must be numeric.
2. If Employed at All = 1 and Follow-up Type = 3, entry must be >= 1 and <= 13.
Error Msgs: 1. "Entry must be numeric."
2. "Number of weeks must be from 1 through 13."

With Employer:

Field Format: char(1)
Attributes: If Employed at All is blank or = 2, Skip, else Required.
If Employed at All = 2, default to 2.
Destination: wtw_folup.empld_term_er
Field Edits: Must be 1 or 2.
Error Msgs: "Entry must be 1 (yes) or 2 (no)."

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Actual Hours Worked:

Field Format: 9999

Attributes: If (Employed at All is blank or = 2) or (Labor Force = 3, 4, or 5), Skip, else Required.
If (Employed at All = 2) or (Labor Force = 3, 4, or 5), default to 0.

Destination: wtw_folup.actual_hr_wrk

Field Edits: 1. Must be numeric.
2. If Labor Force = 1 or 2, must be > 0.

Error Msgs: 1. "Entry must be numeric."
2. "Inconsistent with Labor Force Stat."

Wage Increase:

Field Format: char(1)

Attributes: If Employed at All is blank or = 2, Skip, else Required.

Destination: wtw_folup.wg_incr

Field Edits: Must be 1 or 2.

Error Msgs: "Entry must be 1 (yes) or 2 (no)."

Wage Increase Amt:

Field Format: 999.99

Attributes: If Wage Increase = 1, Required, else Skip.

Destination: wtw_folup.wg_incr_amt

Field Edits: 1. Must be numeric.
2. Must be > 0.

Error Msgs: 1. "Entry must be numeric."
2. "Entry must be greater than 0."

Date Emp:

Field Format: MM/DD/YYYY

Attributes: Allow MM/DD/YY and convert to MM/DD/YYYY for display.
If Employed at All = 2 or With Term Employer = 1, Skip.
If Employed at All = 1 or Labor Force = 1 or 2, Required, else Optional.

Destination: wtw_folup.er_hire_dt

Field Edits: 1. Must be a valid date.
2. Must be <= current date.

Error Msgs: 1. "Invalid date."
2. "Date cannot be greater than today."

Processing: 1. If a prior wtw_folup record exists for this Case Num and Plcmt Num with employer info, display that info to the screen as the default values.
2. Else display the employer info from the wtw_plcmt table.

Emp Num:

Field Format: 99999

Attributes: If Employed at All = 2, Skip.
If Employed at All = 1 or Date Emp is entered, Required.

Destination: wtw_folup.er_num

Field Edits: If entered, must exist in er table.

Error Msgs: "Not found, use employer name choice list."

Processing: If found, display er_nam, er_adrs, er_city, er_st, zip, zip_4 to screen.

Addt'l Info: Field may be left blank to use employer name clist but must be formatted before leaving the employer name field.

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File Name: webSpec

Emp Name:

Field Format: char(30)

Attributes: If Employed at All = 2, Skip.
If Employed at All = 1 or Date Emp is entered, Required.

Source: er.er_nam

Processing: See processing in EFF for choice list processing which will have add new record option.

Addt'l Info: The user may not leave this field until the employer number is entered or chosen from the choice list.

Address:

Field Format: char(30)

Attributes: Display Only

Source: er.er_adrs

City:

Field Format: char(30)

Attributes: Display Only

Source: er.er_city

St:

Field Format: char(2)

Attributes: Display Only

Source: er.er_st

Zip:

Field Format: char(5)

Attributes: Display Only

Source: er.zip7

Zip-4:

Field Format: char(4)

Attributes: Display Only

Source: er.zip_4

Employer Contact:

Field Format: char(30)

Attributes: If Employed at All = 2, Skip.
If Employed at All = 1 or Date Emp is entered, Required.

Destination: wtw_folup.er_con

Contact Phone:

Field Format: char(12), 999-999-9999

Attributes: If Employed at All = 2, Skip.
If Employed at All = 1 or Date Emp is entered, Required.

Destination: wtw_folup.er_con_ph

Field Edits: Must be seven or ten digits.

Error Msgs: "Entry must be seven or ten digits."

Processing: If seven digits are entered, re-display with
sys_func.area_cd.

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Program Specifications: EWFF – Enter WtW Follow-up Form
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File Name: webSpec

Job Code:

Field Format: 999.999-9999 (DOT) 999999 (OES)
Attributes: If Employed at All = 2, Skip.
If Employed at All = 1 or Date Emp is entered, Required.
Destination: wtw_folup.plcmt_job_cd
Field Edits: 1. If sys_func.job_cd_type = DOT, must exist in dot_tbl.
2. If sys_func.job_cd_type = OES, must exist in oes_tbl.
Error Msgs: 1. "Code not on file."
2. "Code not on file."
Processing: If found, display title to Job Title.

Job Title:

Field Format: char(37)
Attributes: Display Only
Source: dot_tbl.dot_title or oes_tbl.oes_title

Hours Per Week:

Field Format: 999.9
Attributes: If Employed at All = 2, Skip.
If Employed at All = 1 or Date Emp is entered, Required.
Destination: wtw_folup.hr_wk
Field Edits: 1. Must be numeric.
2. Must be >= 0 and < 169.
Error Msgs: 1. "Entry must be numeric."
2. "Must be 168 hours or less."
Processing: If entry > 60, prompt "Hours entered are unusually high.
Continue? (Y/N)". Default N.

Hourly Wage:

Field Format: 999.99
Attributes: If Employed at All = 2, Skip.
If Employed at All = 1 or Date Emp is entered, Required.
Destination: wtw_folup.hrly_wg
Field Edits: Must be numeric.
Error Msgs: "Entry must be numeric."
Processing: If entry < 4.25 or > 20, prompt "Check hourly wage.
Continue? (Y/N)". Default N.

Derived Fields:

Field name: wtw_folup.empld_at_folup
Field Format: char(1)
Processing: If d_folup_type.num_days = 90 or 91
If labor_force = 1 OR 2
wtw_folup.empld_at_folup = 1
Else if labor_force = 3, 4 OR 5
wtw_folup.empld_at_folup = 2
Else wtw_folup.empld_at_folup = NULL

Field name: wtw_folup.opr_id
Field Format: char(8)
Source: User's ID.

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Program Specifications: EWFF – Enter WtW Follow-up Form

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File Name: webSpec

Field name: wtw_folup.orig_entry_dt

Field Format: date

Source: Current system date.

Addt'l Info: This field should not be updated in UPDATE mode. It must retain its original value from first file in ADD mode.

Field name: wtw_folup.mod_dt

Field Format: date

Source: Current system date.

Addt'l Info: This field should be null for the first file in ADD mode and updated each time in UPDATE mode.

7. END PROCESSING

No special end processing required for this program.

8. ADDITIONAL INFORMATION

F5: The fields Date Emp through Hourly Wage will only be filed in the current folup record if there has been a change in one or more of the fields from the data which was loaded from a prior wtw_folup record or the wtw_plcmt record.

F17: Call Display Client History module

All other function keys will behave in the normal (established/standard) fashion.

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Program Specifications: EWGC – Enter WtW Grant Code
Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. BASIC INFORMATION

Mnemonic: EWGC
Name: Enter WtW Grant Code
Database: SDA
Menu: MWSC
Menu Number: 7
Previous LP: MWSC
Next LP: MWSC
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose

This program is used to enter Welfare to Work grant codes.

B. Description

SDA staff will use this program to enter grant codes and tie them to a program type.

C. Definitions

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Program Specifications: EWGC – Enter WtW Grant Code

Document Print Date: October 29, 1998

File Name: webSpec

2. SCREEN LAYOUT

```
0123456789012345678901234567890123456789012345678901234567890123456789
-----
EWGC                               Enter WtW Grant Code                               !!!!!
                                     Grant Code                                     !!!
                                     Short Grant Name                             !!!!!!!!!!!
                                     Long Grant Name                             !!!!!!!!!!!!!!!!!!!!!!!!!!!!!
                                     Program Type                                !
                                     Edit Status                                !
-----
```

3. DATABASE TABLES AND COLUMNS

The primary access key into the database is wtw_grnt_cd.

Database Table and Column List Symbol Key

UPPERCASE :: Table name
Lowercase :: Retrieved column value
<angle brackets>:: Values entered by user (from screen)
{curly braces} :: Column written {*} to indicate ADD all columns
UPD and ADD :: Write access mode
>> :: Values TO database table
<< :: Values FROM database table
== :: Expected number of records returned

Database Table Processing

D_WTW_GRNT_CD	>>	<wtw_grnt_cd>
	<<	{*}
	ADD	{*}
	UPD	{*}
	DEL	{*}
	==	1

4. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

The user enters the grant code as the primary key. If a record exists, the record is displayed on the entry screen in the UPDATE mode. If no record is found, the program is put into the ADD mode. The program will enter the VIEW mode when a record is locked and/or the user does not have the proper access level to update.

5. INTERMEDIARY PROCESSING

The entry screen's grant code is used to access the d_wtw_grnt_cd table for a record.

Grant Code:

Field Format: char (3)
Attributes: Required
Destination: d_wtw_grnt_cd.wtw_grnt_cd
Field Edits: Must be alphanumeric.
Error Msgs: "Enter alpha or numeric characters only."
Processing: If record found, retrieve and display all existing info to the screen.

6. MIDDLE PROCESSING

Middle processing consists of the entry or update of the remaining fields.

Short Grant Name:

Field Format: char (10)
Attributes: Required
Destination: d_wtw_grnt_cd.s_wtw_grnt_cd

Long Grant Name:

Field Format: char (25)
Attributes: Required
Destination: d_wtw_grnt_cd.l_wtw_grnt_cd

Program Type:

Field Format: char(1)
Attributes: Required
Destination: d_wtw_grnt_cd.pgm_type
Field Edits: Must exist in d_pgm_type table.
Error Msgs: "Selection not found in the list of choices."
Addt'l Info: Standard d_ choice list.

Edit Status:

Field Format: char(1)
Attributes: Required
Destination: d_wtw_grnt_cd.ed_status
Field Edits: Must be Y or N.
Error Msgs: "Entry must be Y or N."

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Derived Fields:

Field name: d_wtw_grnt_cd.opr_id
Field Format: char(8)
Source: User's ID.

Field name: d_wtw_grnt_cd.entry_dt
Field Format: date
Source: Current system date.

7. END PROCESSING

No special end processing required for this program.

8. ADDITIONAL INFORMATION

All function keys will behave in the normal (established/standard) fashion.

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Program Specifications: LMAF - Load WtW Monthly Activity Form
Document Print Date: October 29, 1998

File Name: webSpec

0. OUTSTANDING ISSUES

1. BASIC INFORMATION

Mnemonic: LMAF
Name: Load WtW Monthly Activity Form
Database: SDA
Menu: MWLD
Menu Number: 3
Previous LP: MWLD
Next LP: MWLD
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose:

The purpose of this program is to load flat, ascii files into the wtw_actvy and wtw_serv tables on the SDA database.

B. Description:

This program is run from the menu to load data that would normally be entered on the JTA EMAF (Enter Monthly Activity Form) screen. This program allows SDAs to download data from their case management systems and upload the data to the JTA database.

The SDAs must name each file with the convention LMAF_YYYYMM_99.xtr, where 99 is a sequential number to distinguish between multiple files for that month. The file must be copied into the bridge directory. This directory will be located under each SDAs runtime directory. The file format will be identical to a dbexport of the wtw_actvy and wtw_serv tables. The records will have an additional "fld_upd" field at the end followed by a delimiter. This field will indicate whether the record should be updated. All fields have vertical bars "|" as delimiters. For each wtw_app_num's logical record, include all wtw_actvy records, a blank line, all wtw_serv records, and a blank line.

This program will perform some preliminary edits before loading the data into the tables. If any record fails the required edits, a description of each error will be written to the error report and the record will be rejected. This program does not have to reject entire logical records. All records will be loaded that do not have errors, regardless if other records in the logical record are rejected. The program will continue processing subsequent records.

If a record with the same keys exists on the database, the program will check the fld_upd field at the end of the record, if the field = "Y", then the record will be updated as long as all required edits pass, else the record will be rejected.

All records with errors are written to an error file, with the same format as the input file, which can be fixed and reloaded. The file will be named the same as the input file with the extension ".err". The status report will contain the number of records loaded and the number of errors encountered by the program. Upon completion, the program will mail the status report to the mis operator id and rename the input file with the extension ".sav". The error report will be available through rioh.

C. Definitions:

Logical Record: For each wtw_app_num, consists of ≥ 0 wtw_actvy records and ≥ 0 wtw_serv records.

2. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

There is no mode for this program.

3. INTERMEDIARY PROCESSING

The intermediary processing section consists of editing and loading the data. They will each be detailed here.

Edit Checks:

*****NOTE:** All individual edits should be shared with the EMAF program and are detailed in that spec.

RULES:

1. For each record, a wtw_case record must exist.
Msg: Case num(Value) does not have an enrollment, wtw_actvy and/or wtw_serv records cannot be loaded.
2. If any required edits fail, a description of the error will be written to the error report and the record will be rejected.
3. All decimal fields must be numeric.
Msg: tbl name fld name(Value) must be numeric.
4. All character fields must be \leq the length of the corresponding field.
Msg: tbl name fld name(Value) must be \leq field length(Value).
5. All dates must be valid.
Msg: Field number XX (fld name) value XXXXXX is an invalid date.
6. The number of fields must = the number of database fields in the corresponding table. NOTE: This should be a #define and changed whenever any field is added or dropped from the table.
Msg: tbl name number of input fields(Value) must = number of database fields(Value).
7. All edits detailed in the EMAF spec should be run for each field. Each message should be preceded with the following for the error report:

Field number XX (fld name) value XXXXXX

REQUIRED FIELDS:

wtw_actvy/wtw_serv.wtw_case_num
wtw_actvy/wtw_serv.rpting_prd
wtw_actvy/wtw_serv.act_cd
wtw_actvy.avg_hrs
wtw_actvy.tot_expend
wtw_serv.agcy_cd
wtw_serv.etw_serv_cd
wtw_serv.avg_hrs
wtw_serv.tot_expend

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Program Specifications: LMAF - Load WtW Monthly Activity Form
Document Print Date: October 29, 1998

File Name: webSpec

Loading Data:

```
For each successfully edited wtw_actvy record
  If wtw_actvy record exists
    if fld_upd = "Y"
      Update wtw_actvy record, setting mod_dt
    Else
      Reject the record
    Else
      Insert wtw_actvy record
```

```
For each successfully edited wtw_serv record
  If wtw_serv record exists
    if fld_upd = "Y"
      Update wtw_serv record, setting mod_dt
    Else
      Reject the record
    Else
      Insert wtw_serv record
```

5. END PROCESSING

Mail status report to mis_opr_id.

6. ADDITIONAL INFORMATION

None.

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Program Specifications: LWEF - Load WtW Enrollment Form
Document Print Date: October 29, 1998

File Name: lwebSpec

0. OUTSTANDING ISSUES

1. BASIC INFORMATION

Mnemonic: LWEF
Name: Load WtW Enrollment Form
Database: SDA
Menu: MWLD
Menu Number: 2
Previous LP: MWLD
Next LP: MWLD
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose:

The purpose of this program is to load flat, ascii files into the wtw_case table on the SDA database.

B. Description:

This program is run from the menu to load data that would normally be entered on the JTA EWEF (Enter WtW Enrollment Form) screen. This program allows SDAs to download data from their case management systems and upload the data to the JTA database.

The SDAs must name each file with the convention LWEF_YYYYMM_99.xtr, where 99 is a sequential number to distinguish between multiple files for that month. The file must be copied into the bridge directory. This directory will be located under each SDAs runtime directory. The file format will be identical to a dbexport of the wtw_case table with an additional "fld_upd" field at the end followed by a delimiter. This field will indicate whether the record should be updated. All fields have vertical bars "|" as delimiters. No blank lines are necessary in this file.

This program will perform some preliminary edits before loading the data into the tables. If any record fails the required edits, a description of each error will be written to the error report and the record will be rejected. The program will continue processing subsequent records.

If a record with the same keys exists on the database, the program will check the fld_upd field at the end of the record, if the field = "Y", then the record will be updated as long as all required edits pass, else the record will be rejected.

All records with errors are written to an error file, with the same format as the input file, which can be fixed and reloaded. The file will be named the same as the input file with the extension ".err". The status report will contain the number of records loaded and the number of errors encountered by the program. Upon completion, the program will mail the status report to the mis operator id and rename the input file with the extension ".sav". The error report will be available through rioh.

C. Definitions:

2. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

There is no mode for this program.

3. INTERMEDIARY PROCESSING

The intermediary processing section consists of editing and loading the data. They will each be detailed here.

Edit Checks:

*****NOTE:** All individual edits should be shared with the EWEF program and are detailed in that spec.

RULES:

1. For each record, retrieve wtw_app.form_cmplt_flg and wtw_app.wtw_eligy_cd.
2. If wtw_app.form_cmplt_flg = N, reject the record.
Msg: App num(Value) is Incomplete, wtw_case record cannot be loaded.
3. If any required edits fail, a description of the error will be written to the error report and the record will be rejected.
4. All decimal fields must be numeric.
Msg: tbl name fld name(Value) must be numeric.
5. All character fields must be <= the length of the corresponding field.
Msg: tbl name fld name(Value) must be <= field length(Value).
6. All dates must be valid.
Msg: Field number XX (fld name) value XXXXXX is an invalid date.
7. The number of fields must = the number of database fields in the corresponding table. NOTE: This should be a #define and changed whenever any field is added or dropped from the table.
Msg: tbl name number of input fields(Value) must = number of database fields(Value).
8. All edits detailed in the EWEF spec should be run for each field. Each message should be preceded with the following for the error report:

Field number XX (fld name) value XXXXXX

REQUIRED FIELDS:

wtw_case.wtw_case_num
wtw_case.app_num
wtw_case.assmt
wtw_case.enrlmt_dt
wtw_case.enrlmt_cd
wtw_case.pgm_type
wtw_case.wtw_grnt_cd
wtw_case.enrl_emplmt_status
wtw_case.enrl_staff_id

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Program Specifications: LWEF - Load WtW Enrollment Form

Document Print Date: October 29, 1998

File Name: lwebSpec

CONDITIONALLY REQUIRED FIELDS:

Must have wtw_case.assmt_dt if wtw_case.assmt = 1.

Loading Data:

```
For each successfully edited record
  If wtw_case record exists
    if fld_upd = "Y"
      Update wtw_case record, setting mod_dt
    Else
      Reject the record
    Else
      Insert wtw_case record
```

5. END PROCESSING

Mail status report to mis_opr_id.

6. ADDITIONAL INFORMATION

None.

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Program Specifications: LWPF - Load WtW Placement Form

Document Print Date: October 29, 1998

File Name: webSpec

0. OUTSTANDING ISSUES

1. BASIC INFORMATION

Mnemonic: LWPF
Name: Load Placement Form
Database: SDA
Menu: MWLD
Menu Number: 4
Previous LP: MWLD
Next LP: MWLD
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose:

The purpose of this program is to load flat, ascii files into the wtw_plcmt table on the SDA database.

B. Description:

This program is run from the menu to load data that would normally be entered on the JTA EWPf (Enter Placement Form) screen. This program allows SDAs to download data from their case management systems and upload the data to the JTA database.

The SDAs must name each file with the convention LWPF_YYYYMM_99.xtr, where 99 is a sequential number to distinguish between multiple files for that month. The file must be copied into the bridge directory. This directory will be located under each SDAs runtime directory. The file format will be identical to a dbexport of the wtw_plcmt table with an additional "fld_upd" field at the end followed by a delimiter. This field will indicate whether the record should be updated. All fields have vertical bars "|" as delimiters. No blank lines are necessary in this file.

This program will perform some preliminary edits before loading the data into the tables. If any record fails the required edits, a description of each error will be written to the error report and the record will be rejected. The program will continue processing subsequent records.

If a record with the same keys exists on the database, the program will check the fld_upd field at the end of the record, if the field = "Y", then the record will be updated as long as all required edits pass, else the record will be rejected.

All records with errors are written to an error file, with the same format as the input file, which can be fixed and reloaded. The file will be named the same as the input file with the extension ".err". The status report will contain the number of records loaded and the number of errors encountered by the program. Upon completion, the program will mail the status report to the mis operator id and rename the input file with the extension ".sav". The error report will be available through rioh.

C. Definitions:

2. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

There is no mode for this program.

3. INTERMEDIARY PROCESSING

The intermediary processing section consists of editing and loading the data. They will each be detailed here.

Edit Checks:

*****NOTE:** All individual edits should be shared with the EWPf program and are detailed in that spec.

RULES:

1. For each record, a wtw_case record must exist.
Msg: Case num(Value) does not have an enrollment, wtw_plcmt record cannot be loaded.
2. If any required edits fail, a description of the error will be written to the error report and the record will be rejected.
3. All decimal fields must be numeric.
Msg: tbl name fld name(Value) must be numeric.
4. All character fields must be <= the length of the corresponding field.
Msg: tbl name fld name(Value) must be <= field length(Value).
5. All dates must be valid.
Msg: Field number XX (fld name) value XXXXXX is an invalid date.
6. The number of fields must = the number of database fields in the corresponding table. NOTE: This should be a #define and changed whenever any field is added or dropped from the table.
Msg: tbl name number of input fields(Value) must = number of database fields(Value).
7. All edits detailed in the EWPf spec should be run for each field. Each message should be preceded with the following for the error report:

Field number XX (fld name) value XXXXXX

REQUIRED FIELDS:

wtw_plcmt.wtw_case_num
wtw_plcmt.dt_empld
wtw_plcmt.er_num
wtw_plcmt.plcmt_job_cd
wtw_plcmt.hr_wk
wtw_plcmt.hrly_wg
wtw_plcmt.sector_type
wtw_plcmt.plcmt_staff_id

CONDITIONALLY REQUIRED FIELDS:

Must have wtw_plcmt.plcmt_num if updating a record.
Must have wtw_plcmt.plcmt_num = NULL if adding a record.

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Program Specifications: LWPF - Load WtW Placement Form

Document Print Date: October 29, 1998

File Name: webSpec

Loading Data:

```
For each successfully edited record
  If wtw_plcmt record exists
    if fld_upd = "Y"
      Update wtw_plcmt record, setting mod_dt
    Else
      Reject the record
    Else
      Insert wtw_plcmt record, setting plcmt_num
```

5. END PROCESSING

Mail status report to mis_opr_id.

6. ADDITIONAL INFORMATION

None.

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Program Specifications: LWRF - Load WtW Registration Form

Document Print Date: October 29, 1998

File Name: webSpec

0. OUTSTANDING ISSUES

1. BASIC INFORMATION

Mnemonic: LWRF
Name: Load WtW Registration Form
Database: SDA
Menu: MWLD
Menu Number: 1
Previous LP: MWLD
Next LP: MWLD
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose:

The purpose of this program is to load flat, ascii files into the wtw_app, clnt, and wtw_depn_ssn tables on the SDA database.

B. Description:

This program is run from the menu to load data that would normally be entered on the JTA EWRF (Enter WtW Registration Form) screen. This program allows SDAs to download data from their case management systems and upload the data to the JTA database.

The SDAs must name each file with the convention LWRF_YYYYMM_99.xtr, where 99 is a sequential number to distinguish between multiple files for that month. The file must be copied into the bridge directory. This directory will be located under each SDAs runtime directory. The file format will be identical to a dbexport of the wtw_app, clnt, and wtw_depn_ssn tables. The wtw_app and clnt records will have an additional "fld_upd" field at the end followed by a delimiter. This field will indicate whether the record should be updated. All fields have vertical bars "|" as delimiters. Follow each wtw_app record, with a clnt record, all associated wtw_depn_ssn records, and a blank line.

This program will perform some preliminary edits before loading the data into the tables. If any record fails the required edits, a description of each error will be written to the error report and the entire logical record will be rejected. If any record fails the remaining edits, a description of each error will be written to the error report, the record will be loaded to the tables, and the Form Completed Flag will be set to N. The program will continue processing subsequent records.

If a record with the same keys exists on the database, the program will check the fld_upd field at the end of the record, if the field = "Y", then the record will be updated as long as all required edits pass, else the record will be rejected.

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Program Specifications: LWRF - Load WtW Registration Form
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File Name: webSpec

All records with errors are written to an error file, with the same format as the input file, which can be fixed and reloaded. The file will be named the same as the input file with the extension ".err". The status report will contain the number of records loaded and the number of errors encountered by the program. Upon completion, the program will mail the status report to the mis operator id and rename the input file with the extension ".sav". The error report will be available through rioh.

C. Definitions:

Logical Record: Consists of 1 wtw_app record, 1 clnt record, 1 wtw_adrs record, >= 1 wtw_depn_ssn record.

2. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

There is no mode for this program.

3. INTERMEDIARY PROCESSING

The intermediary processing section consists of editing and loading the data. They will each be detailed here.

Edit Checks:

*****NOTE: All individual edits should be shared with the EWRF program and are detailed in that spec.**

RULES:

1. If any required edits fail, a description of the error will be written to the error report and the record will be rejected.
2. All decimal fields must be numeric.
Msg: tbl name fld name(Value) must be numeric.
3. All character fields must be <= the length of the corresponding field.
Msg: tbl name fld name(Value) must be <= field length(Value).
4. All dates must be valid.
Msg: Field number XX (fld name) value XXXXXX is an invalid date.
5. The number of fields must = the number of database fields in the corresponding table. NOTE: This should be a #define and changed whenever any field is added or dropped from the table.
Msg: tbl name number of input fields(Value) must = number of database fields(Value).
6. All edits detailed in the EWRF spec should be run for each field. Each message should be preceded with the following for the error report:

Field number XX (fld name) value XXXXXX

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Program Specifications: LWRF - Load WtW Registration Form
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File Name: webSpec

REQUIRED FIELDS:

wtw_app.wtw_app_num
wtw_app.ssn
wtw_app.app_dt
clnt.clnt_last_nam
clnt.clnt_first_nam
wtw_app.wtw_eligy_cd

CONDITIONALLY REQUIRED FIELDS:

Must have either wtw_app.app_adrs or wtw_app.mail_adrs.
Must have wtw_app.app_zip if wtw_app.app_adrs is not NULL.
Must have wtw_app.mail_zip if wtw_app.mail_adrs is not NULL.
Must have at least one clnt.ethnic, clnt.ethnic2, clnt.ethnic3,
clnt.ethnic4

Loading Data:

```
For each successfully edited logical record
  If wtw_app record exists
    if fld_upd = "Y"
      Update wtw_app record, setting mod_dt
    Else
      Reject the record
    Else
      Insert wtw_app record
  If clnt record exists
    if fld_upd = "Y"
      Update clnt record, setting mod_dt
    Else
      Reject the record
    Else
      Insert clnt record
  Delete all wtw_depn_ssn
  Insert all wtw_depn_ssn
```

5. END PROCESSING

Mail status report to mis_opr_id.

6. ADDITIONAL INFORMATION

None.

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Program Specifications: LWTF – Load Termination Form
Document Print Date: October 29, 1998

File Name: webSpec

0. OUTSTANDING ISSUES

1. BASIC INFORMATION

Mnemonic: LWTF
Name: Load Termination Form
Database: SDA
Menu: MWLD
Menu Number: 5
Previous LP: MWLD
Next LP: MWLD
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Samia Aguirre, Debby Anderson, Sherry Chen,
Kristen Cooper, Fern deMelo, Phil Osborne, Karen Willstatter

A. Purpose:

The purpose of this program is to load flat, ascii files into the wtw_term table on the SDA database.

B. Description:

This program is run from the menu to load data that would normally be entered on the JTA EWTF (Enter Termination Form) screen. This program allows SDAs to download data from their case management systems and upload the data to the JTA database.

The SDAs must name each file with the convention LWTF_YYYYMM_99.xtr, where 99 is a sequential number to distinguish between multiple files for that month. The file must be copied into the bridge directory. This directory will be located under each SDAs runtime directory. The file format will be identical to a dbexport of the wtw_term table with an additional "fld_upd" field at the end followed by a delimiter. This field will indicate whether the record should be updated. All fields have vertical bars "|" as delimiters. No blank lines are necessary in this file.

This program will perform some preliminary edits before loading the data into the tables. If any record fails the required edits, a description of each error will be written to the error report and the record will be rejected. The program will continue processing subsequent records.

If a record with the same keys exists on the database, the program will check the fld_upd field at the end of the record, if the field = "Y", then the record will be updated as long as all required edits pass, else the record will be rejected.

All records with errors are written to an error file, with the same format as the input file, which can be fixed and reloaded. The file will be named the same as the input file with the extension ".err". The status report will contain the number of records loaded and the number of errors encountered by the program. Upon completion, the program will mail the status report to the mis operator id and rename the input file with the extension ".sav". The error report will be available through rioh.

C. Definitions:

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Program Specifications: LWTF – Load Termination Form
Document Print Date: October 29, 1998

File Name: webSpec

2. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

B. Determining Mode

There is no mode for this program.

3. INTERMEDIARY PROCESSING

The intermediary processing section consists of editing and loading the data. They will each be detailed here.

Edit Checks:

*****NOTE:** All individual edits should be shared with the EWTF program and are detailed in that spec.

RULES:

1. For each record, a wtw_case record must exist.
Msg: Case num(Value) does not have an enrollment, wtw_term record cannot be loaded.
2. If any required edits fail, a description of the error will be written to the error report and the record will be rejected.
3. All decimal fields must be numeric.
Msg: tbl name fld name(Value) must be numeric.
4. All character fields must be <= the length of the corresponding field.
Msg: tbl name fld name(Value) must be <= field length(Value).
5. All dates must be valid.
Msg: Field number XX (fld name) value XXXXXX is an invalid date.
6. The number of fields must = the number of database fields in the corresponding table. NOTE: This should be a #define and changed whenever any field is added or dropped from the table.
Msg: tbl name number of input fields(Value) must = number of database fields(Value).
7. All edits detailed in the EWTF spec should be run for each field. Each message should be preceded with the following for the error report:

Field number XX (fld name) value XXXXXX

REQUIRED FIELDS:

wtw_term.wtw_case_num
wtw_term.cmpltn_cd
wtw_term.cmpltn_dt
wtw_term.cmpltn_staff_id
wtw_term.wtw_term_cd
wtw_term.term_dt
wtw_term.term_staff_id
wtw_term.emplmt_stat
wtw_term.tot_wg
wtw_term.tanf_red_amt
wtw_term.oth_red_amt

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Program Specifications: LWTF – Load Termination Form

Document Print Date: October 29, 1998

File Name: webSpec

Loading Data:

```
For each successfully edited record
  If wtw_term record exists
    if fld_upd = "Y"
      Update wtw_term record, setting mod_dt
    Else
      Reject the record
    Else
      Insert wtw_term record
```

5. END PROCESSING

Mail status report to mis_opr_id.

6. ADDITIONAL INFORMATION

None.

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Program Specifications: PWSR - Print WtW Status Roster
Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. BASIC INFORMATION

Mnemonic: PWSR
Name: Print WtW Status Roster
Database: SDA
Menu: MWRP
Menu Number: 2
Previous LP: MWRP
Next LP: MWRP
JAD Participants: JTPD Staff - Janet Leong, Diana Samuels
SDA Staff - Manny Bagaoisan, Elton Hughes,
Rosemarie Sweeney, Clara Wong
JTA Staff - Kristen Cooper

A. Purpose:

The purpose of this program is to print a status roster, containing selected items, for all enrolled clients in the Welfare to Work program.

B. Description:

This program contains an option screen where the begin date, end date are entered. All clients who were enrolled prior to the end date and not termed or termed after the begin date are selected. In addition, agency code, grant code, activity code, and option code can be entered. The report breaks on grant code. In addition, the report can break by subcategory. The subcategories are by activity, agency, option, agency/activity, or agency/option. The sort within the break will be by name. If the report break is one of the other choices, only those clients that show activity for the chosen break will be selected. For example, if break is by activity, then only those clients that have data for the EMAF screen for at least one activity will be included. Another example is if break is by option, then only those clients that have data for the EMAF screen for at least one option code will be included. Note: the option code is an optional field on the EMAF screen. If detail for all placements is selected, then each placement's information will be displayed on a separate line. If detail for all placements is not selected, then the placement information will apply to the maximum placement number.

C. Definitions:

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2. SCREEN/REPORT LAYOUT

A. Screen Layout

	1	2	3	4	5	6	7
	01234567890123456789012345678901234567890123456789012345678901234567890123456789						
000	PWSR						
001							
002							
003							
004							
005							
006							
007							
008							
009							
010							
011							
012							
013							
014							
015							

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3. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

4. DATABASE TABLES AND COLUMNS

The primary access keys into the database for this entry screen are the Begin Date, End Date, Agency Code, Grant Code, Activity Code, and Option Code. The following key can be used to interpret this section of the specification.

Database Table and Column List Symbol Key

UPPERCASE	::	Table name
lowercase	::	Retrieved column value
<angle brackets>	::	Value entered by user (from screen)
(parens)	::	Previously retrieved column values
{curly braces}	::	Column written {*} to indicate ADD all columns
UPD and ADD	::	Write access mode
and &	::	Logical (boolean) operators
[square brackets]	::	Additional retrieval restrictions (where clause)
>>	::	Values TO database (where col = ...)
<<	::	Column values FROM the database (select col1, col2...)
==	::	Expected number of records returned

Additional Notes

AGCY	>>	<agcy_cd>
	<<	agcy_nam
	==	1
CLNT	>>	(ssn)
	<<	clnt_last_nam, clnt_first_nam
	==	1
D_OPT_CD	>>	<opt_cd>
	<<	l_opt_cd
	==	1
D_WTW_ACTVY_CD	>>	<actvy_cd>
	<<	l_wtw_actvy_cd
	==	1
D_WTW_GRNT_CD	>>	<wtw_grnt_cd>
	<<	l_wtw_grnt_cd
	==	1
SYS_FUNC	<<	rept_hdr
	==	1
WTW_APP	>>	(wtw_app_num)
	<<	wtw_app_num, ssn
	>=	0

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File Name: webSpec

WTW_CASE	>>	<bgn_dt, end_dt>
	<<	wtw_case_num, wtw_grnt_cd, pgm_type,
		wtw_enrlmt_cd, enrlmt_dt
	>=	0
WTW_PLCMT	>>	(wtw_case_num)
	<<	dt_empld, hr_wk, hrly_wg, wtw_sector_type
	>=	0
WTW_TERM	>>	<bgn_dt, end_dt>
	<<	cmpltn_cd, cmpltn_dt, wtw_term_cd, term_dt
	>=	0

5. INTERMEDIARY PROCESSING

The program consists of several different sections: the option screen, the header section, the body section, and the footer section.

A. Option Screen Section

The option screen section is used to enter the keys necessary to generate the report.

Retrieve Existing Report:

Field Format: char(1)
Attributes: Required. Default to N.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."
Processing: If Y, call report_maint common routine to display report.

Report Begin Date:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Field Edits: Must be a valid date.
Error Msgs: "Invalid date."

Report End Date:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Field Edits: 1. Must be a valid date.
2. Must be >= Report Begin Date.
Error Msgs: 1. "Invalid date."
2. "End Date must be > or = Begin Date."

Include detail for all placements:

Field Format: char(1)
Attributes: Required. Default to N.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."
Processing: If Y, include a line with placement information for all wtw_plcmt records. If N, include placement information from MAX(wtw_plcmt.plcmt_num) record.

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Agency Code:

Field Format: char(20)
Attributes: Optional, allow conditional operators.
Field Edits: If conditional operators not entered, must exist in agcy table.
Error Msgs: "Code not on file."
Addt'l Info: Choice list containing agcy_cd and agcy_nam.

Grant Code:

Field Format: char(20)
Attributes: Optional, allow conditional operators.
Field Edits: If conditional operators not entered, must exist in d_wtw_grnt_cd table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Activity Code:

Field Format: char(20)
Attributes: Optional, allow conditional operators.
Field Edits: If conditional operators not entered, must exist in d_actvy_cd table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Option Code:

Field Format: char(20)
Attributes: Optional, allow conditional operators.
Field Edits: If conditional operators not entered, must exist in d_opt_cd table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

Report Break Item(s):

Field Format: char(13)
Attributes: Required
Field Edits: Must exist on choice list.
Error Msgs: "Entry does not exist on choice list."
Addt'l Info: Choice list which contains the following options: AGENCY, ACTIVITY, OPTION, AGENCY/ACTIVITY, AGENCY/OPTION.

B. Header Section

The header section contains the header information.

Run Date:

Field Format: MM/DD/YYYY
Processing: Retrieve the operating system date.

Opr id:

Field Format: char(8)
Processing: Retrieve the operating system user id.

Run Time:

Field Format: HH:MM:SS
Processing: Retrieve the operating system time.

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File Name: webSpec

SDA Name:

Field Format: char(50)
Source: sys_func.rept_header

Report Begin Date:

Field Format: MM/DD/YYYY
Source: from option screen

Report End Date:

Field Format: MM/DD/YYYY
Source: from option screen

Grant Code:

Field Format: char(3)
Source: from option screen

Grant Code Description:

Field Format: char(25)
Source: d_wtw_grnt_cd.l_grnt_cd

Report Break:

Field Format: char(45)
Source: d_actvy_cd.actvy_cd, d_actvy_cd.l_actvy_cd
agcy.agcy_cd, agcy.agcy_nam
d_opt_cd.opt_cd, d_opt_cd.l_opt_cd
Processing: If break by AGENCY
display "AGENCY: !!! !!!"
If break by ACTIVITY
display "ACTIVITY: !!! !!!"
If break by OPTION
display "OPTION: !!! !!!"
If break by AGENCY/ACTIVITY
display "AGENCY: !!! !!!"
display "ACTIVITY: !!! !!!"
If break by AGENCY/OPTION
display "AGENCY: !!! !!!"
display "OPTION: !!! !!!"

C. Body Section

The body section contains the information on each registrant.

SEQ:

Field Format: char(3)
Source: sequential counter starting with 001.
Processing: The counter is reset after each break.

CLIENT NAME:

Field Format: char(42)
Source: clnt.clnt_last_nam, clnt.clnt_first_nam
Processing: Format string with truncated last name, " ", first name.

APP NUMBER:

Field Format: char(7)
Source: wtw_app.wtw_app_num

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Program Specifications: PWSR - Print WtW Status Roster
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File Name: webSpec

CASE NUMBER:

Field Format: char(7)
Source: wtw_case.wtw_case_num

SSN:

Field Format: char(11)
Source: wtw_app.ssn

PGM TYPE:

Field Format: char(1)
Source: wtw_case.pgm_type

ENRL CODE:

Field Format: char(1)
Source: wtw_case.wtw_enrlmt_cd

ENRL DATE:

Field Format: MM/DD/YYYY
Source: wtw_case.enrlmt_dt

COMP CODE:

Field Format: char(2)
Source: wtw_term.cmpltn_cd

COMP DATE:

Field Format: MM/DD/YYYY
Source: wtw_term.cmpltn_dt

TERM CODE:

Field Format: char(2)
Source: wtw_term.wtw_term_cd

TERM DATE:

Field Format: MM/DD/YYYY
Source: wtw_term.term_dt

DATE EMPLOYED:

Field Format: MM/DD/YYYY
Source: wtw_plcmt.dt_empld

HRLY WAGE:

Field Format: 999.99
Source: wtw_plcmt.hrly_wg

HRS/WEEK:

Field Format: 999.9
Source: wtw_plcmt.hr_wk

SECTOR TYPE:

Field Format: char(1)
Source: wtw_plcmt.sector_type

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C. Footer Section

The footer section contains the total and the page number.

REPORT PERIOD:

Field Format: MM/DD/YYYY

Source: End Date from option screen

CUMULATIVE:

Field Format: MM/DD/YYYY

Source: Begin and End Dates from option screen

PARTICIPANTS ACTIVE REPORT PERIOD:

Field Format: 99999

Processing: Count number in selected list with
wtw_case.enrlmt_dt <= End Dt from option screen and
(wtw_term.term_dt >= End Dt from option screen OR
wtw_term record does not exist)

PARTICIPANTS ACTIVE CUMULATIVE:

Field Format: 99999

Processing: Count number in selected list with
(wtw_term.term_dt >= End Dt from option screen OR
wtw_term record does not exist)

PARTICIPANTS ENROLLED REPORT PERIOD:

Field Format: 99999

Processing: Count number in selected list with wtw_case.enrlmt_dt
<= End Dt from option screen and wtw_case.enrlmt_dt >= (1st
Day of Month for End Dt from option screen)

PARTICIPANTS ENROLLED CUMULATIVE:

Field Format: 99999

Processing: Count number in selected list

PARTICIPANTS TERMED REPORT PERIOD:

Field Format: 99999

Processing: Count number in selected list with wtw_term.term_dt <=
End Dt from option screen and wtw_term.term_dt >= (1st
Day of Month for End Dt from option screen)

PARTICIPANTS TERMED CUMULATIVE:

Field Format: 99999

Processing: Count number in selected list where wtw_term record
exists.

PARTICIPANTS PLACED REPORT PERIOD:

Field Format: 99999

Processing: Count number in selected list with
wtw_plcmt.dt_empld <= End Dt from option screen and
wtw_plcmt.dt_empld >= (1st Day of Month for End Dt
from option screen)

Add'l Info: Be sure to only count each client once since they can
have multiple placements.

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PARTICIPANTS PLACED CUMULATIVE:

Field Format: 99999

Source: Count number in selected list where wtw_plcmt record exists.

Addt'l Info: Be sure to only count each client once since they can have multiple placements.

PAGE:

Field Format: char(3)

Source: current page number

6. END PROCESSING

F5 - File: The FILE key will generate the report.

Using the entered bgn_dt, end_dt and any of the optional fields entered, retrieve all wtw_case records where wtw_case.enrlmt_dt <= end_dt and (wtw_term.term_dt >= bgn_dt OR no wtw_term record exists)

If no records found

Msg: No records found.

7. ADDITIONAL INFORMATION

None.

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Program Specifications: PWRL - Print WtW Registration Listing

Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. BASIC INFORMATION

Mnemonic: PWRL
Name: Print WtW Registration Listing
Database: SDA
Menu: MWRP
Menu Number: 4
Previous LP: MWRP
Next LP: MWRP
JAD Participants: JTPD Staff - Patty Nishite, Diana Samuels, Cindy Tse
SDA Staff - Jan Arnold, Manny Bagaoisan, Jerry Neff,
Rosemarie Sweeney, Clara Wong
JTA Staff - Kristen Cooper

A. Purpose:

The purpose of this program is to print a listing of the registrants in the Welfare to Work program.

B. Description:

This program contains an option screen where the begin and end date are entered. All registrants with an application date that falls within the specified range will be written to the report. The report is sorted by client name.

C. Definitions:

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File Name: webSpec

2. SCREEN/REPORT LAYOUT

A. Screen Layout

	1	2	3	4	5	6	7
	0123456789012345678901234567890123456789012345678901234567890123456789						
000	PWRL						
001							
002							
003							
004							
005							
006							
007							
008							
009							

```
-----
000 | PWRL                      Print WtW Registration Listing
001 |
002 |
003 |           Retrieve Existing Report, Enter (Y)es or (N)o           X
004 |
005 |           Enter Report Beginning Date                             MM/DD/YYYY
006 |
007 |           Enter Report Ending Date                               MM/DD/YYYY
008 |
009 |           Eligibility Code                                         !
-----
```

Program Specifications: PWRL - Print WtW Registration Listing
Document Print Date: October 29, 1998

File Name: webSpec

B. Report Layout

000	1234567890123												
-----	---	--	--	--	--	--	--	--	--	--	--	--	--

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Program Specifications: PWRL - Print WtW Registration Listing
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File Name: webSpec

3. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

4. DATABASE TABLES AND COLUMNS

The primary access keys into the database for this entry screen are the Begin and End Dates. The following key can be used to interpret this section of the specification.

Database Table and Column List Symbol Key

UPPERCASE	::	Table name
lowercase	::	Retrieved column value
<angle brackets>	::	Value entered by user (from screen)
(parens)	::	Previously retrieved column values
{curly braces}	::	Column written {*} to indicate ADD all columns
UPD and ADD	::	Write access mode
and &	::	Logical (boolean) operators
[square brackets]	::	Additional retrieval restrictions (where clause)
>>	::	Values TO database (where col = ...)
<<	::	Column values FROM the database (select col1, col2...)
==	::	Expected number of records returned

Additional Notes

CLNT	>>	(ssn)
	<<	clnt_last_nam, clnt_first_nam, dt_of_birth
	==	1
SYS_FUNC	<<	rept_hdr
	==	1
WTW_APP	>>	<bgn_dt, end_dt>
	<<	wtw_app_num, ssn, app_age, app_dt, app_ph, window_elig, tanf_case-num, mths_tanf, rcpnt_status, wtw_eligy_cd
	>=	0

5. INTERMEDIARY PROCESSING

The program consists of several different sections: the option screen, the header section, the body section, and the footer section.

A. Option Screen Section

The option screen section is used to enter the keys necessary to generate the report.

Retrieve Existing Report:

Field Format:	X
Attributes:	Required. Default to N.
Field Edits:	Must be Y or N.
Error Msgs:	"Value must be (Y)es or (N)o."
Processing:	If Y, call report_maint common routine to display report.

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Report Begin Date:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Field Edits: Must be a valid date.
Error Msgs: "Invalid date."

Report End Date:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Field Edits: 1. Must be a valid date.
2. Must be >= Report Begin Date.
Error Msgs: 1. "Invalid date."
2. "End Date must be > or = Begin Date."

Eligibility Code:

Field Format: char(1)
Attributes: Optional
Field Edits: If entered, must be A or B.
Error Msgs: "Entry must be A or B."

B. Header Section

The header section contains the header information.

Run Date:

Field Format: MM/DD/YYYY
Processing: Retrieve the operating system date.

Opr id:

Field Format: char(8)
Processing: Retrieve the operating system user id.

Run Time:

Field Format: HH:MM:SS
Processing: Retrieve the operating system time.

SDA Name:

Field Format: char(50)
Source: sys_func.rept_header

Report Begin Date:

Field Format: MM/DD/YYYY
Source: from option screen

Report End Date:

Field Format: MM/DD/YYYY
Source: from option screen

C. Body Section

The body section contains the information on each registrant.

SEQ:

Field Format: char(3)
Source: sequential counter starting with 001.

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REGISTRANT NAME:

Field Format: char(42)
Source: clnt.clnt_last_nam, clnt.clnt_first_nam
Processing: Format string with truncated last name, ", ", first
name.

APP NUM:

Field Format: char(7)
Source: wtw_app.wtw_app_num

SSN:

Field Format: char(11)
Source: wtw_app.ssn

BIRTH DATE:

Field Format: MM/DD/YYYY
Source: clnt.dt_of_birth

AGE:

Field Format: char(2)
Source: wtw_app.app_age

APP DATE:

Field Format: MM/DD/YYYY
Source: wtw_app.app_dt

TANF CASE NUM:

Field Format: char(11)
Source: wtw_app.tanf_case_num

MTHS TANF:

Field Format: 99
Source: wtw_app.mths_tanf

10% WIN:

Field Format: char(3)
Source: wtw_app.window_elig
Processing: If Y, print YES.
If N, print NO.

RCPT STAT:

Field Format: char(1)
Source: wtw_app.rcpnt_status

ELIG:

Field Format: char(2)
Source: wtw_app.wtw_eligy_cd

CLIENT PHONE:

Field Format: char(11)
Source: wtw_app.app_ph

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C. Footer Section

The footer section contains the total and the page number.

TOTAL REGISTRANTS:

Field Format: char(3)

Source: total number of registrants

PAGE:

Field Format: char(3)

Source: current page number

6. END PROCESSING

F5 - File: The FILE key will generate the report.

Using the entered bgn_dt and end_dt, retrieve all wtw_app records where the bgn_dt <= wtw_app.app_dt and end_dt >= wtw_app.app_dt. If eligibility code is entered, only retrieve the records where the wtw_app.wtw_eligy_cd = entered eliby_cd.

If no records found

Msg: No records found.

7. ADDITIONAL INFORMATION

None.

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Program Specifications: PWAR - Print WtW Client Action Report
Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

1. BASIC INFORMATION

Mnemonic: PWAR
Name: Print WtW Client Action Report
Database: SDA
Menu: MWRP
Menu Number: 3
Previous LP: MWRP
Next LP: MWRP
JAD Participants: JTPD Staff - Janet Leong, Diana Samuels
SDA Staff - Manny Bagaoisan, Elton Hughes,
Rosemarie Sweeney, Clara Wong
JTA Staff - Kristen Cooper

A. Purpose:

The purpose of this program is to report event status for client related actions.

B. Description:

This program contains an option screen where the report ending date and grant code are entered. In addition, the different event statuses can be set to Y or N for the desired report. One line is printed for each client for each event status. The report can break by activity, program type, agency/option, or by option. The sort within the break will be by name. The report is sorted by grant code, client last name, client first name.

C. Definitions:

Bgn Dt = 1st day of the month of the entered Ending Date.

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Program Specifications: PWAR - Print WtW Client Action Report

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File Name: webSpec

2. SCREEN/REPORT LAYOUT

A. Screen Layout

	1	2	3	4	5	6	7
	0123456789012345678901234567890123456789012345678901234567890123456789						
000	PWAR						
001							
002							
003							
004							
005							
006							
007							
008							
009							
010							
011							
012							
013							
014							
015							
016							
017							

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B. Report Layout

[illegible]

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3. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

4. DATABASE TABLES AND COLUMNS

The primary access keys into the database for this entry screen are the Begin Date, End Date, and Grant Code. The following key can be used to interpret this section of the specification.

Database Table and Column List Symbol Key

UPPERCASE	::	Table name
lowercase	::	Retrieved column value
<angle brackets>	::	Value entered by user (from screen)
(parens)	::	Previously retrieved column values
{curly braces}	::	Column written {*} to indicate ADD all columns
UPD and ADD	::	Write access mode
and &	::	Logical (boolean) operators
[square brackets]	::	Additional retrieval restrictions (where clause)
>>	::	Values TO database (where col = ...)
<<	::	Column values FROM the database (select col1, col2...)
==	::	Expected number of records returned

Additional Notes

CLNT	>>	(ssn)
	<<	clnt_last_nam, clnt_first_nam
	==	1
D_FOLUP_TYPE	>>	(num_days)
	<<	folup_type, num_days
	==	1
D_WTW_GRNT_CD	>>	<wtw_grnt_cd>
	==	1
SYS_FUNC	<<	rept_hdr
	==	1
WTW_APP	>>	(wtw_app_num)
	<<	wtw_app_num, form_cmplt_flg
	>=	0
WTW_CASE	>>	<end_dt>
	<<	wtw_case_num, wtw_case_num
	>=	0
WTW_ACTVY	>>	<end_dt>
	<<	wtw_case_num, est_cmplt_n_dt
	>=	0
WTW_PLCMT	>>	<bgn_dt, end_dt>
	<<	dt_empld
	>=	0

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WTW_SERV	>>	(wtw_case_num)
	>=	0
WTW_TERM	>>	<end_dt>
	<<	term_dt
	>=	0

5. INTERMEDIARY PROCESSING

The program consists of several different sections: the option screen, the header section, the body section, and the footer section.

A. Option Screen Section

The option screen section is used to enter the keys necessary to generate the report.

Retrieve Existing Report:

Field Format: X
Attributes: Required. Default to N.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."
Processing: If Y, call report_maint common routine to display report.

Application Incomplete:

Field Format: X
Attributes: Required. Default to N.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."

Estimated Completion Will be Reached:

Field Format: X
Attributes: Required. Default to Y.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."

Termination Due:

Field Format: X
Attributes: Required. Default to Y.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."

Monthly Activity Due:

Field Format: X
Attributes: Required. Default to Y.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."

30 Day Follow-up Due:

Field Format: X
Attributes: Required. Default to N.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."

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60 Day Follow-up Due:

Field Format: X
Attributes: Required. Default to N.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."

13 Week Follow-up Due:

Field Format: X
Attributes: Required. Default to Y.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."

180 Day Follow-up Due:

Field Format: X
Attributes: Required. Default to N.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."

Report End Date:

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display. Default to last day of current month.
Field Edits: Must be a valid date.
Error Msgs: "Invalid date."

Grant Code:

Field Format: char(20)
Attributes: Optional, allow conditional operators.
Field Edits: If conditional operators not entered, must exist in d_wtw_grnt_cd table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

B. Header Section

The header section contains the header information.

Run Date:

Field Format: MM/DD/YYYY
Processing: Retrieve the operating system date.

Opr id:

Field Format: char(8)
Processing: Retrieve the operating system user id.

Run Time:

Field Format: HH:MM:SS
Processing: Retrieve the operating system time.

SDA Name:

Field Format: char(50)
Source: sys_func.rept_header

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Report Begin Date:

Field Format: MM/DD/YYYY

Source: 1st day of month of Report End Date from option screen

Report End Date:

Field Format: MM/DD/YYYY

Source: from option screen

Grant Code:

Field Format: char(3)

Source: d_wtw_grnt_cd.wtw_grnt_cd

Grant Description:

Field Format: char(25)

Source: d_wtw_grnt_cd.l_wtw_grnt_cd

C. Body Section

The body section contains the information on each registrant.

SEQ:

Field Format: char(3)

Source: sequential counter starting with 001.

Processing: The counter is reset after each break.

CLIENT NAME:

Field Format: char(42)

Source: clnt.clnt_last_nam, clnt.clnt_first_nam

Processing: Format string with truncated last name, ", ", first name.

APP NUMBER:

Field Format: char(7)

Source: wtw_app.wtw_app_num

CASE NUMBER:

Field Format: char(7)

Source: wtw_case.wtw_case_num

ENRL DT:

Field Format: MM/DD/YYYY

Source: wtw_case.enrlmt_dt

EVENT STATUS:

Field Format: char(30)

Processing: Include each event that is set to Y on the option screen.

1. If (wtw_app.form_cmplt_flg = N) and (current date minus wtw_app.app_dt >= 30 days)

Display "APPLICATION (EWRP) INCOMPLETE"

2. If wtw_actvy.est_cmplt_dt >= Bgn Dt and <= End Dt and there is no wtw_term record

Display "EST COMPL DATE WILL BE REACHED"

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-
3. If current date minus MAX(wtw_actvy.est_cmpltn_dt) >= 90 days
Display "TERMINATION WILL BE DUE"
 4. If wtw_case record exists and no wtw_actvy or wtw_serv record entered with repting_prd = End Dt (MM/YYYY)
Display "MONTHLY ACTIVITY REPORT DUE"
 5. If wtw_plcmt.dt_empld+30 >= Bgn Dt and <= End Dt and no wtw_folup record exists for the matching follow-up type
Display "30 DAY FOLLOW-UP DUE"
 6. If wtw_plcmt.dt_empld+60 >= Bgn Dt and <= End Dt and no wtw_folup record exists for the matching follow-up type
Display "60 DAY FOLLOW-UP DUE"
 7. Retrieve d_folup_type.num_days where num_days = 90 or 91. If wtw_plcmt.dt_empld+d_folup_type.num_days >= Bgn Dt and <= End Dt and no wtw_folup record exists for the matching follow-up type
Display "13 WEEK FOLLOW-UP DUE"
 7. Retrieve d_folup_type.num_days where num_days = If wtw_plcmt.dt_empld+d_folup_type.num_days >= Bgn Dt and <= End Dt and no wtw_folup record exists for the matching follow-up type
Display "180 DAY FOLLOW-UP DUE"

ACTION DUE DATE:

Field Format:

Processing:

MM/DD/YYYY

1. If app.form_cmplt_flg = N
Display current date minus wtw_app.app_dt
2. If wtw_actvy.est_cmpltn_dt >= Bgn Dt and <= End Dt and there is no wtw_term record
Display wtw_actvy.est_cmpltn_dt
3. If current date minus MAX(wtw_actvy.est_cmpltn_dt) >= 90 days
Display current date minus
MAX(wtw_actvy.est_cmpltn_dt)
4. If wtw_case record exists and no wtw_actvy or wtw_serv record entered with repting_prd = End Dt (MM/YYYY)
Display End Dt
5. If wtw_plcmt.dt_empld+30 >= Bgn Dt and <= End Dt and no wtw_folup record exists for the matching follow-up type
Display wtw_plcmt.dt_empld+30
6. If wtw_plcmt.dt_empld+60 >= Bgn Dt and <= End Dt and no wtw_folup record exists for the matching follow-up type
Display wtw_plcmt.dt_empld+60
7. If wtw_plcmt.dt_empld+d_folup_type.num_days >= Bgn Dt and <= End Dt and no wtw_folup record exists for the matching follow-up type
Display wtw_plcmt.dt_empld+d_folup_type.num_days
8. If wtw_plcmt.bgn_dt+d_folup_type.num_days >= Bgn Dt and <= End Dt and no wtw_folup record exists for the matching follow-up type
Display wtw_plcmt.dt_empld+d_folup_type.num_days

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File Name: webSpec

C. Footer Section

The footer section contains the page number.

PAGE:

Field Format: char(3)

Source: current page number

6. END PROCESSING

F5 - File: The FILE key will generate the report.

Using the entered End Dt and the selected event statuses, retrieve all clients and the related information that meets the criteria for each event status.

If no records found

Msg: No records found.

7. ADDITIONAL INFORMATION

None.

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Program Specifications: PWPR - Print WtW Participant Report
Document Print Date: October 29, 1998

File Name: webSpec

0. REVISIONS

0. OUTSTANDING ISSUES

1. Working from draft instructions.
2. What is the difference between Family and Participant? For now, we are treating them the same.

1. BASIC INFORMATION

Mnemonic: PWPR
Name: Print WtW Participant Report
Database: SDA
Menu: MWRP
Menu Number: 1
Previous LP: MWRP
Next LP: MWRP
JAD Participants: JTPD Staff - Janet Leong, Cindy Tse
JTA Staff - Kristen Cooper

A. Purpose:

The purpose of this program is to extract and print Welfare to Work Participant Reports for the SDAs. The SDAs will also use the program to transfer reports to JTPD.

B. Description:

This program contains an option screen where the begin date, end date, and grant code are entered. The report can be run as a summary report or individual report. A summary will combine all grants entered into one report. An individual report will print a separate report for each grant code. If the SDA chooses to transfer a report, the program will create an extract file that will be transferred to JTPD.

C. Definitions:

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Program Specifications: PWPR - Print WtW Participant Report

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2. SCREEN/REPORT LAYOUT

A. Screen Layout

	1	2	3	4	5	6	7
	01234567890123456789012345678901234567890123456789012345678901234567890123456789						
000	PWPR						
001							
002							
003							
004							
005							
006							
007							
008							
009							
010							
011							
012							
013							

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Program Specifications: PWPR - Print WtW Participant Report

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File Name: webSpec

B. Report Layout

```

01234567890123456789012345678901234567890123456789012345678901234567890
-----
000 |                                WELFARE TO WORK PARTICIPANT REPORT
001 |=====
002 |Subrantee Name and Address: | Subgrantee Code: !!!
003 |!!!!!!!!!!!!!!!!!!!!!!!!!!!! | Grant Code: !!! !!!!!!!!!!!!!!!!!!!!!!!
004 |!!!!!!!!!!!!!!!!!!!!!!!!!!!! | Report Range: MM/DD/YYYY to MM/DD/YYYY
005 |!!!!!!!!!!!!!!!!!!!!!!!!!!!! |-----
006 |!!      !!!!!-!!!!         |!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
007 |=====
008 |  I. SUBGRANT INFORMATION
009 |    A. Report Revision Number                                99
010 |    B. Subgrant/Contract Number                                !!!!!!!
011 |    C. Subgrant Term                From                MM/DD/YYYY
012 |                                     To                MM/DD/YYYY
013 |=====
014 |  II. PARTICIPANT SUMMARY                                CUMULATIVE TOTALS
015 |    A. Total Participants Served                                999,999
016 |      1. Required Beneficiaries (70% of $MINIMUM)            999,999
017 |      2. Other Eligibles (30% of $MAXIMUM)                   999,999
018 |    B. Total Participants Terminated                        999,999
019 |      1. Required Beneficiaries (70% of $MINIMUM)            999,999
020 |      2. Other Eligibles (30% of $MAXIMUM)                   999,999
021 |    C. Placed in Unsubsidized Employment                    999,999
022 |      1. Public                                              999,999
023 |      2. Private                                              999,999
024 |=====
025 |                                QUARTER    FIRST    SECOND    THIRD
026 |  III. FAMILY SUMMARY                                TOTAL    MONTH    MONTH    MONTH
027 |    A. Total Families Served                                999,999    999,999    999,999    999,999
028 |    B. Total Participants Served                            999,999    999,999    999,999    999,999
029 |    C. Total Non-Custodial Parents Served                    999,999    999,999    999,999    999,999
030 |    D. Total Families Terminated                            999,999    999,999    999,999    999,999
031 |    E. Total Participants Terminated                        999,999    999,999    999,999    999,999
032 |=====
033 |Name | Title | Phone No. | Signature
034 |!!!!!!!!!!!!!!!!!!!!!!!!!!!! |!!!!!!!!!!!!!!!!!!!! | 999-999-9999 |
035 |Contact Person | Title | Phone No. | Date Submitted
036 |!!!!!!!!!!!!!!!!!!!!!!!!!!!! |!!!!!!!!!!!!!!!!!!!! | 999-999-9999 | MM/DD/YYYY
037 |=====
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```

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3. INITIAL PROCESSING

A. Determining Security

Standard security (using access levels) will be implemented in this program.

4. DATABASE TABLES AND COLUMNS

The primary access keys into the database for this entry screen are the Begin Date, End Date, and Grant Code. The following key can be used to interpret this section of the specification.

Database Table and Column List Symbol Key

UPPERCASE	::	Table name
lowercase	::	Retrieved column value
<angle brackets>	::	Value entered by user (from screen)
(parens)	::	Previously retrieved column values
{curly braces}	::	Column written {*} to indicate ADD all columns
UPD and ADD	::	Write access mode
and &	::	Logical (boolean) operators
[square brackets]	::	Additional retrieval restrictions (where clause)
>>	::	Values TO database (where col = ...)
<<	::	Column values FROM the database (select col1, col2...)
==	::	Expected number of records returned

Additional Notes

AGCY	>>	(agcy_cd)
	<<	agcy_nam, agcy_adrs, agcy_city, agcy_st, zip, zip_4
	==	1
D_WTW_GRNT_CD	>>	<grnt_cd>
	<<	l_grnt_cd, pgm_type
	==	1
GRNT_CNTRL	>>	<grnt_cd, bgn_dt, end_dt>
	<<	subgrnt_contr_num, subgrnt_bgn_dt, subgrnt_end_dt
	==	1
SYS_FUNC	<<	agcy_cd, sig_nam, sig_title, sig_ph, rept_con_nam, rept_con_title, rept_con_ph
	==	1
WTW_APP	>>	(app_num)
	<<	non_cust_parent
	==	1
WTW_CASE	>>	<end_dt>
	<<	app_num, enrlnmt_dt
	>=	0
WTW_PLCMT	>>	(case_num)
	<<	sector_type
	>=	0

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WTW_TERM	>>	(case_num) and <bgn_dt, end_dt>
	<<	term_dt
	>=	0

5. INTERMEDIARY PROCESSING

The program consists of several different sections: the option screen, the header section, the body section, and the footer section.

A. Option Screen Section

The option screen section is used to enter the keys necessary to generate the report.

Retrieve Existing Report

Field Format: X
Attributes: Required. Default to N.
Field Edits: Must be Y or N.
Error Msgs: "Value must be (Y)es or (N)o."
Processing: If Y, call report_maint common routine to display report.

Report Begin Date

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Field Edits: Must be a valid date.
Error Msgs: "Invalid date."

Report End Date

Field Format: MM/DD/YYYY
Attributes: Required. Allow MM/DD/YY and convert to MM/DD/YYYY for display.
Field Edits: 1. Must be a valid date.
2. Must be >= Report Begin Date.
3. Month must be 03, 06, 09, 12.
Error Msgs: 1. "Invalid date."
2. "End Date must be > or = Begin Date."
3. "End Date month must be 03, 06, 09, or 12."

Grant Code

Field Format: char(20)
Attributes: Optional, allow conditional operators.
Field Edits: If conditional operators not entered, must exist in d_wtw_grnt_cd table.
Error Msgs: "Code not on file."
Addt'l Info: Standard d_ choice list.

(S)ummary or (I)ndividual Report

Field Format: X
Attributes: Required. Default to I.
Field Edits: Must be S or I.
Error Msgs: "Value must be (S)ummary or (I)ndividual."

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Create Transfer File (Y/N)

Field Format: X
Attributes: Required. Default to N.
Field Edits: 1. Must be Y or N.
2. If Summary report is selected, then must be N.
Error Msgs: 1. "Value must be (Y)es or (N)o."
2. "Cannot transfer summary reports."
Processing: 1. If Y, create transfer file PWPR_YYYY_MM_99.tmp in the transfer directory, where 99 is a sequential counter if multiple reports are created for the same ending month.
2. If Y, then after viewing report prompt "Transfer File Now? (Y/N)" defaulting to N. If Y, rename PWPR_YYYY_MM_99.tmp to PWPR_YYYY_MM_99.xtr and give msg "Transfer file PWPR_YYYY_MM_99.xtr create." else give msg "Temporary transfer file created."

B. Header Section

The header section contains the header information.

Subgrantee Name:

Field Format: char(30)
Source: agcy.agcy_nam using sys_func.agcy_cd

Subgrantee Address:

Field Format: char(30)
Source: agcy.agcy_adrs using sys_func.agcy_cd

Subgrantee City:

Field Format: char(30)
Source: agcy.agcy_city using sys_func.agcy_cd

Subgrantee State:

Field Format: char(2)
Source: agcy.agcy_st using sys_func.agcy_cd

Subgrantee Zip:

Field Format: 99999-9999
Source: agcy.zip and agcy.zip_4 using sys_func.agcy_cd

Subgrantee Code:

Field Format: char(3)
Source: sys_func.agcy_cd

Grant Code:

Field Format: char(3)
Source: grnt_cd from option screen OR current grnt_cd if multiple grants entered for Individual report OR ***if multiple grants entered for Summary report.

Grant Description:

Field Format: char(25)
Source: d_wtw_grnt_cd.1_wtw_grnt_cd

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Report Begin Date:

Field Format: MM/DD/YYYY
Source: from option screen

Report End Date:

Field Format: MM/DD/YYYY
Source: from option screen

Info Line:

Field Format: char(45)
Source: If conditional operators entered, display entry here.

C. Body Section

The body section contains the summary information.

I.A. Report Revision Number:

Field Format: char(2)
Source: "***" Not used on SDA side, but shown for report consistency.

I.B. Subgrant Contract Number:

Field Format: char(7)
Source: grnt_cntrl.subgrnt_contr_num

I.C. Subgrant Term From:

Field Format: MM/DD/YYYY
Source: grnt_cntrl.subgrnt_bgn_dt

I.C. Subgrant Term To:

Field Format: MM/DD/YYYY
Source: grnt_cntrl.subgrnt_end_dt

II.A. Total Participants Served:

Field Format: 999,999
Processing: Sum of II.A.1 + II.A.2

II.A.1. Required Beneficiaries:

Field Format: 999,999
Processing: Count cases WHERE (wtw_case.enrlmt_dt <= Rpt End Date)
AND (wtw_term.term_dt >= Rpt Bgn Date or no wtw_term
record) AND (d_wtw_grnt_cd.pgm_type = 1, 3, or 5) AND
(d_wtw_grnt_cd.grnt_cd = entered Grant Code)

II.A.2. Other Eligibles:

Field Format: 999,999
Processing: Count cases WHERE (wtw_case.enrlmt_dt <= Rpt End Date)
AND (wtw_term.term_dt >= Rpt Bgn Date or no wtw_term
record) AND (d_wtw_grnt_cd.pgm_type = 2, 4, or 6) AND
(d_wtw_grnt_cd.grnt_cd = entered Grant Code)

II.B. Total Participants Terminated:

Field Format: 999,999
Processing: Sum of II.B.1 + II.B.2

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II.B.1. Required Beneficiaries:

Field Format: 999,999
Processing: Count cases WHERE (wtw_term_dt <= Rpt End Date) AND
(wtw_term.term_dt >= Rpt Bgn Date) AND
(d_wtw_grnt_cd.pgm_type = 1, 3, or 5) AND
(d_wtw_grnt_cd.grnt_cd = entered Grant Code)

II.B.2. Other Eligibles:

Field Format: 999,999
Processing: Count cases WHERE (wtw_term_dt <= Rpt End Date) AND
(wtw_term.term_dt >= Rpt Bgn Date) AND
(d_wtw_grnt_cd.pgm_type = 2, 4, or 6) AND
(d_wtw_grnt_cd.grnt_cd = entered Grant Code)

II.C. Placed in Unsubsidized Employment:

Field Format: 999,999
Processing: Sum of II.C.1 + II.C.2

II.C.1 Public:

Field Format: 999,999
Processing: Count cases WHERE (wtw_case.enrlmt_dt <= Rpt End Date)
AND (wtw_term.term_dt >= Rpt Bgn Date or no wtw_term
record) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND
(d_wtw_grnt_cd.grnt_cd = entered Grant Code) AND
(wtw_plcmt.dt_empld >= Rpt Bgn Date) AND
(wtw_plcmt.dt_empld <= Rpt_End Date) AND
(wtw_plcmt.sector_type = 1 or 3)

II.C.2 Private:

Field Format: 999,999
Processing: Count cases WHERE (wtw_case.enrlmt_dt <= Rpt End Date)
AND (wtw_term.term_dt >= Rpt Bgn Date or no wtw_term
record) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND
(d_wtw_grnt_cd.grnt_cd = entered Grant Code) AND
(wtw_plcmt.dt_empld >= Rpt Bgn Date) AND
(wtw_plcmt.dt_empld <= Rpt_End Date) AND
(wtw_plcmt.sector_type = 2 or 4)

III.A. Total Families Served (Quarter Total):

Field Format: 999,999
Processing: Sum of III.A First, Second, and Third Months

III.A. Total Families Served (First Month):

Field Format: 999,999
Processing:

1. First Month Bgn Date = 1st day of first month of
Rpt End Date Quarter. (For example, if Rpt End
Date = 06/30/1998, then First Month Bgn Date =
04/01/1998.
2. First Month End Date = Last day of first month of
Rpt End Date Quarter. (For example, if Rpt End
Date = 06/30/1998, then First Month End Date =
04/30/1998.
3. Count cases WHERE (wtw_case.enrlmt_dt <= First
Month End Date) AND (wtw_term.term_dt >= First
Month Bgn Date or no wtw_term record) AND
(d_wtw_grnt_cd.pgm_type = 1-6) AND
(d_wtw_grnt_cd.grnt_cd = entered Grant Code)

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III.A. Total Families Served (Second Month):

Field Format: 999,999

Processing:

1. Second Month Bgn Date = 1st day of second month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then Second Month Bgn Date = 05/01/1998.
2. Second Month End Date = Last day of second month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then Second Month End Date = 05/31/1998.
3. Count cases WHERE (wtw_case.enrlmt_dt <= Second Month End Date) AND (wtw_term.term_dt >= Second Month Bgn Date or no wtw_term record) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND (d_wtw_grnt_cd.grnt_cd = entered Grant Code)

III.A. Total Families Served (Third Month):

Field Format: 999,999

Processing:

1. Third Month Bgn Date = 1st day of Rpt End Date Month. (For example, if Rpt End Date = 06/30/1998, then Third Month Bgn Date = 06/01/1998.
2. Count cases WHERE (wtw_case.enrlmt_dt <= Rpt End Date) AND (wtw_term.term_dt >= Third Month Bgn Date or no wtw_term record) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND (d_wtw_grnt_cd.grnt_cd = entered Grant Code)

III.B. Total Participants Served (Quarter Total):

Field Format: 999,999

Processing: Same as III.A (Quarter Total)

III.B. Total Participants Served (First Month):

Field Format: 999,999

Processing: Same as III.A (First Month)

III.B. Total Participants Served (Second Month):

Field Format: 999,999

Processing: Same as III.A (Second Month)

III.B. Total Participants Served (Third Month):

Field Format: 999,999

Processing: Same as III.A (Third Month)

III.C. Total Non-Custodial Parents Served (Quarter Total):

Field Format: 999,999

Processing: Sum of III.C First, Second, and Third Months

III.C. Total Non-Custodial Parents Served (First Month):

Field Format: 999,999

Processing:

1. First Month Bgn Date = 1st day of first month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then First Month Bgn Date = 04/01/1998.
2. First Month End Date = Last day of first month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then First Month End Date = 04/30/1998.

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-
3. Count cases WHERE (wtw_case.enrlmt_dt <= First Month End Date) AND (wtw_term.term_dt >= First Month Bgn Date or no wtw_term record) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND (d_wtw_grnt_cd.grnt_cd = entered Grant Code) AND (wtw_app.non_cust_parent = 1 or 2)

III.C. Total Non-Custodial Parents Served (Second Month):

Field Format: 999,999

- Processing:
1. Second Month Bgn Date = 1st day of second month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then Second Month Bgn Date = 05/01/1998.
 2. Second Month End Date = Last day of second month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then Second Month End Date = 05/31/1998.
 3. Count cases WHERE (wtw_case.enrlmt_dt <= Second Month End Date) AND (wtw_term.term_dt >= Second Month Bgn Date or no wtw_term record) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND (d_wtw_grnt_cd.grnt_cd = entered Grant Code) AND (wtw_app.non_cust_parent = 1 or 2)

III.C. Total Non-Custodial Parents Served (Third Month):

Field Format: 999,999

- Processing:
1. Third Month Bgn Date = 1st day of Rpt End Date Month. (For example, if Rpt End Date = 06/30/1998, then Third Month Bgn Date = 06/01/1998.
 2. Count cases WHERE (wtw_case.enrlmt_dt <= Rpt End Date) AND (wtw_term.term_dt >= Third Month Bgn Date or no wtw_term record) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND (d_wtw_grnt_cd.grnt_cd = entered Grant Code) AND (wtw_app.non_cust_parent = 1 or 2)

III.D. Total Families Terminated (Quarter Total):

Field Format: 999,999

Processing: Sum of III.D First, Second, and Third Months

III.D. Total Families Terminated (First Month):

Field Format: 999,999

- Processing:
1. First Month Bgn Date = 1st day of first month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then First Month Bgn Date = 04/01/1998.
 2. First Month End Date = Last day of first month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then First Month End Date = 04/30/1998.
 3. Count cases WHERE (wtw_term_dt <= First Month End Date) AND (wtw_term.term_dt >= First Month Bgn Date) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND (d_wtw_grnt_cd.grnt_cd = entered Grant Code)

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III.D. Total Families Terminated (Second Month):

Field Format: 999,999

Processing: 1. Second Month Bgn Date = 1st day of second month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then Second Month Bgn Date = 05/01/1998.
2. Second Month End Date = Last day of second month of Rpt End Date Quarter. (For example, if Rpt End Date = 06/30/1998, then Second Month End Date = 05/31/1998.
3. Count cases WHERE (wtw_term_dt <= Second Month End Date) AND (wtw_term.term_dt >= Second Month Bgn Date) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND (d_wtw_grnt_cd.grnt_cd = entered Grant Code)

III.D. Total Families Terminated (Third Month):

Field Format: 999,999

Processing: 1. Third Month Bgn Date = 1st day of Rpt End Date Month. (For example, if Rpt End Date = 06/30/1998, then Third Month Bgn Date = 06/01/1998.
2. Count cases WHERE (wtw_term_dt <= Rpt End Date) AND (wtw_term.term_dt >= Third Month Bgn Date) AND (d_wtw_grnt_cd.pgm_type = 1-6) AND (d_wtw_grnt_cd.grnt_cd = entered Grant Code)

III.E. Total Participants Terminated (Quarter Total):

Field Format: 999,999

Processing: Same as III.D (Quarter Total)

III.E. Total Participants Terminated (First Month):

Field Format: 999,999

Processing: Same as III.D (First Month)

III.E. Total Participants Terminated (Second Month):

Field Format: 999,999

Processing: Same as III.D (Second Month)

III.E. Total Participants Terminated (Third Month):

Field Format: 999,999

Processing: Same as III.D (Third Month)

C. Footer Section

The footer section contains the signature and contact info.

Name:

Field Format: char(20)

Source: sys_func.sig_nam

Title:

Field Format: char(15)

Source: sys_func.sig_title

Phone No.:

Field Format: 999-999-9999

Source: sys_func.sig_ph

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Contact Person:

Field Format: char(20)
Source: sys_func.rept_con_nam

Contact Title:

Field Format: char(15)
Source: sys_func.rept_con_title

Contact Phone:

Field Format: 999-999-9999
Source: sys_func.rept_con_ph

Date Submitted:

Field Format: MM/DD/YYYY
Source: current date

6. END PROCESSING

F5 - File: The FILE key will generate the report.

If the report is to be transferred the layout is identical to a dbexport of the JTPD wtw_partic_sumry table. The file name is PWPR_YYYY_MM_99.xtr and should be placed in the SDA's transfer directory.

7. ADDITIONAL INFORMATION

None.